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ABSTRACT

A report on technical processing of monographs and serials at Purdue University Libraries and Audio-Visual Center was compiled as part of preparation for the use of Ohio College Library Center services. The current organization and flow of work in the acquisitions and cataloging departments were described in narrative and flowchart form, and information was collected on processing times for ordering, receiving, and cataloging monographs. The flowcharts and data derived from these activities form the bulk of this document. (LS/PF)

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TECHNICAL PROCESSING
MONOGRAPHS AND SERIALS

RDU 75-06

By

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Purdue University
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West Lafayette, Indiana

December 1975

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INTRODUCTION

Early in 1975, the technical processing staff of the Purdue University Libraries and Audio-Visual Center began planning for the introduction and utilization of Ohio College Library Center (OCLC) services at Purdue. The first step in this planning activity was the examination of library procedures which could be improved through the utilization of OCLC. It was agreed that OCLC should be used initially for pre-order searching and cataloging. Other procedures would be phased into OCLC as time, staff, and terminal time permitted.

The second step in the planning process was to describe the current organization and flow of work in the acquisitions and cataloging departments. In addition, data on processing times, which have been collected monthly since 1973, would be summarized for fiscal year 1975. This report contains organization charts, flowcharts, and processing time data.

Other planning activities, which are not reported here include:

1) general orientation of staff; 2) training of acquisitions and cataloging staff; and 3) pre-order search success rate using OCLC.

The Research Development Unit and the Technical Processing staff have worked cooperatively on this project. Many staff members participated; however, special thanks are extended to William Corya, the late Robert Farris, H. Donald Ferris, Judy Leavitt, Gail McCain, Kathleen McCullough, David F. Moses, Vicki Renbarger, and Bonnie Siiss.

ORGANIZATION OF TECHNICAL PROCESSING

Technical Processing at Purdue is organized into two main departments: acquisitions and cataloging. The Head of the Acquisitions Department is responsible for ordering, searching, receiving, checking, and shipping of library and audio-visual materials. The Business Administrator is responsible for handling accounting and fiscal activities related to acquisitions and the ordering of materials involving departmental funds. The organization of the Acquisitions Department is shown in Figures 1 and 2.

The Catalog Department is responsible for the cataloging of library materials, marking of materials, and the maintenance of catalogs which includes withdrawals, transfers, reinstatements, etc. The organization of the Catalog Department is shown in Figures 3 and 4. The cataloging of materials is divided into four main procedures labelled on the charts as add, add to, L. C. copy, and original cataloging. The "add" procedure is designed to add a duplicate title to the Purdue collection. Works issued in volumes, continuing works and monographic series are cataloged through the "add to" procedure.

New titles are cataloged by L. C. copy catalogers if Library of Congress proof slips are available, cataloging in publication is available, or other L. C. copy can be found. Books are cataloged by original catalogers if Library of Congress cataloging is not available.

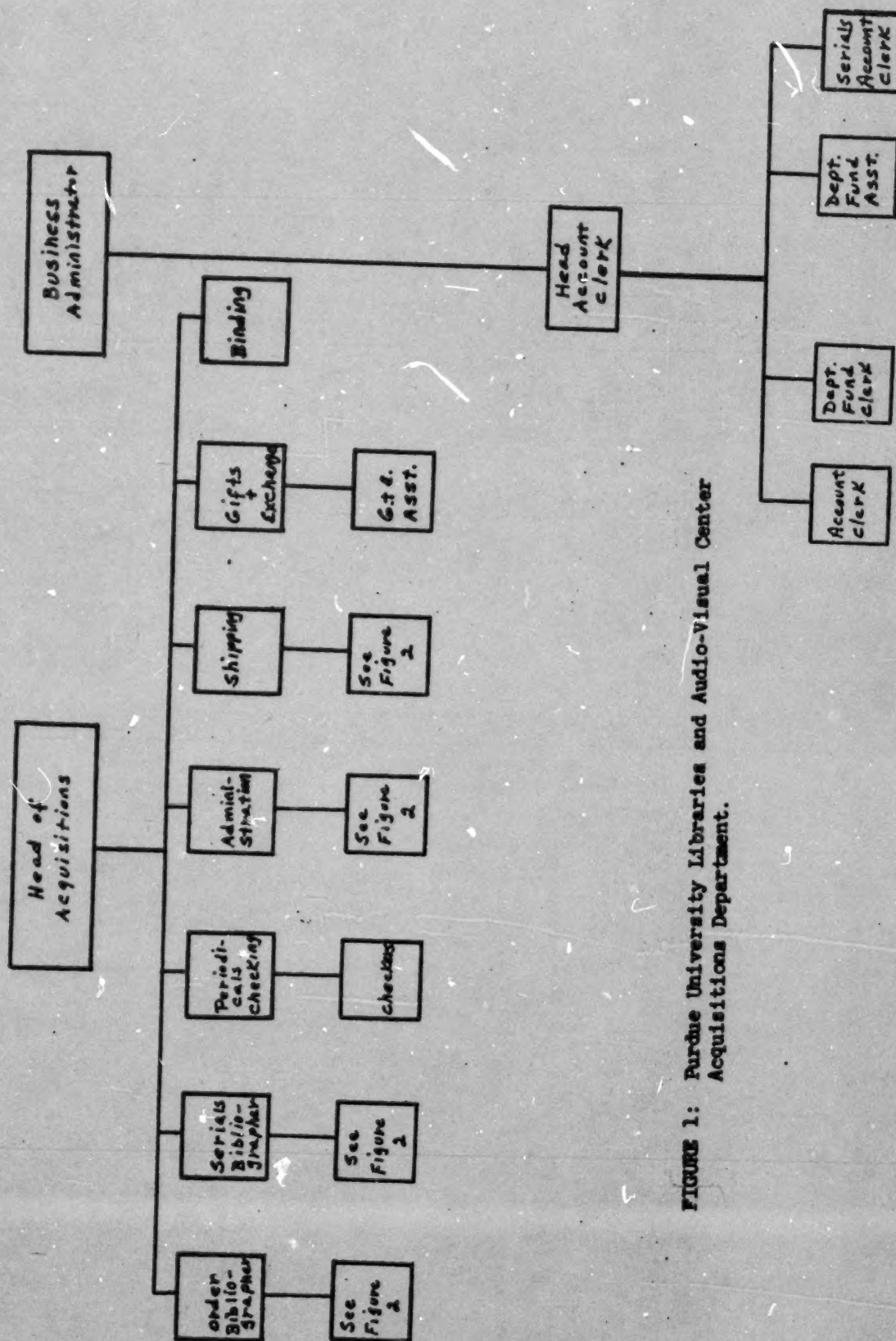


FIGURE 1: Purdue University Libraries and Audio-Visual Center Acquisitions Department.

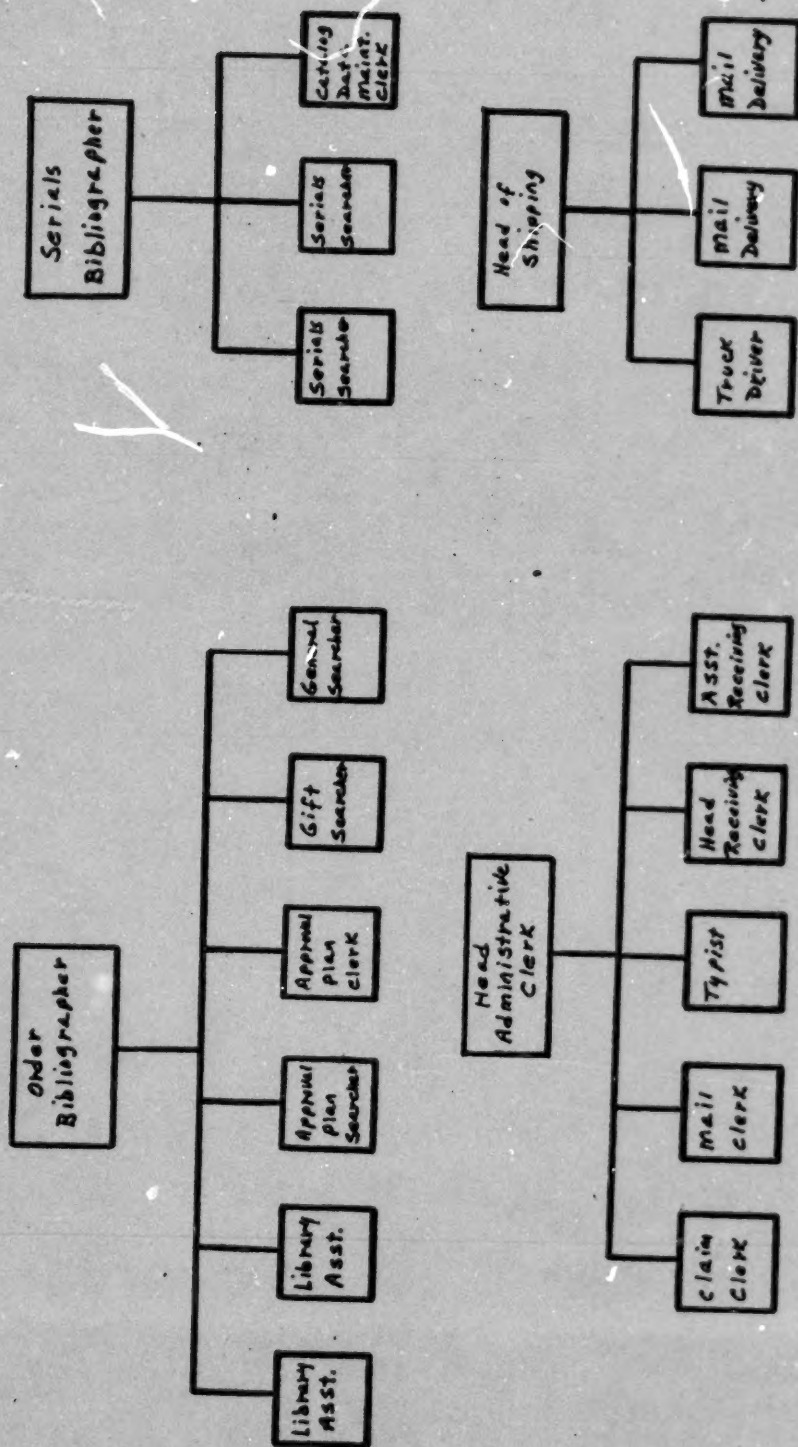


FIGURE 2: Purdue University Libraries and Audio-Visual Center Acquisitions Department.

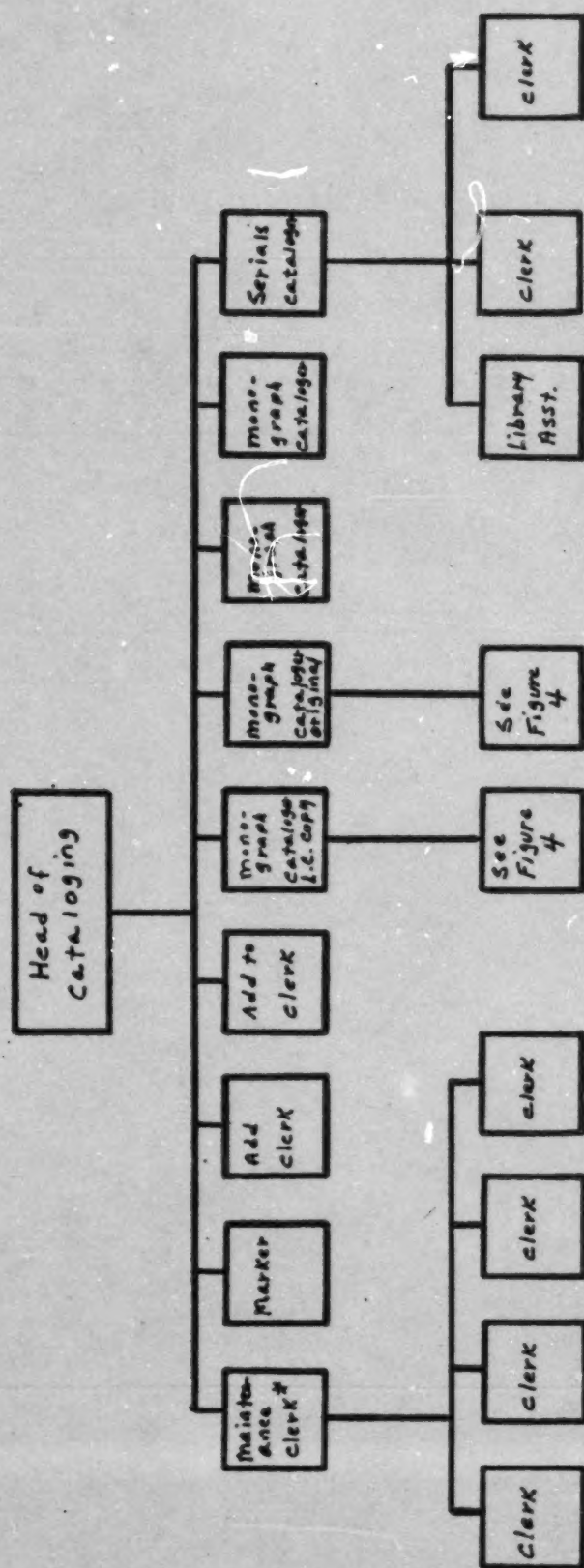


FIGURE 3: Purdue University Libraries and Audio-Visual Center Catalog Department.

* Corrections, withdrawals, transfers, reinstatements and reclassification

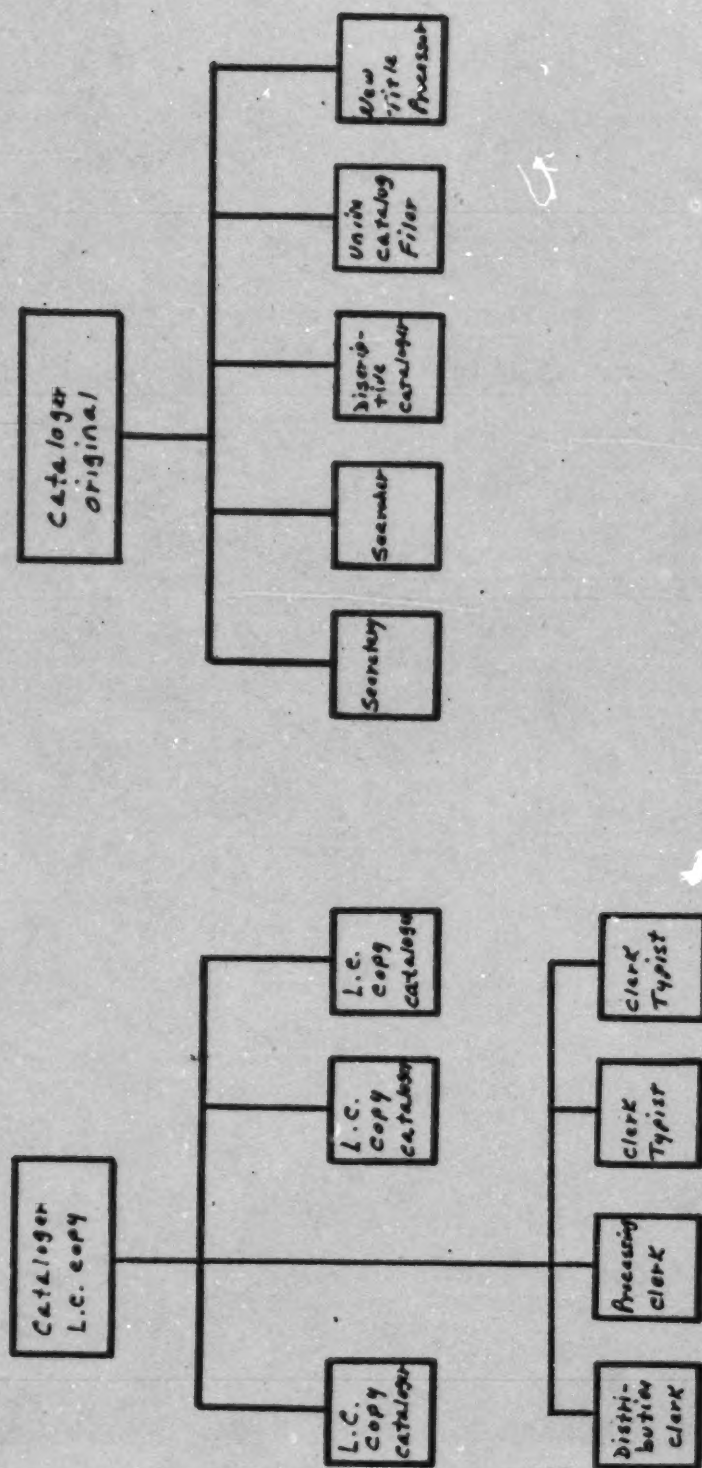


FIGURE 4: Purdue University Libraries and Audio-Visual Center
Catalog Department.

MATERIALS AND FORMS FLOWS IN
THE ACQUISITIONS AND CATALOGING DEPARTMENTS

The flowcharts which follow were written to describe, in a general way, the normal flow of paper forms and materials through the acquisitions and cataloging processes. The charts are not intended to show "snag" procedures, detail, or unusual procedures. Orders for library materials are traced from the time they are received in the Acquisitions Department to delivery of the material to the libraries and the filing of cards.

The primary objective of the flowcharting project was to describe processing procedures prior to the introduction of OCLC. It is intended that a new set of charts will be drawn approximately six months after OCLC is in full operation.

Distinct procedures were identified and charted as follows:

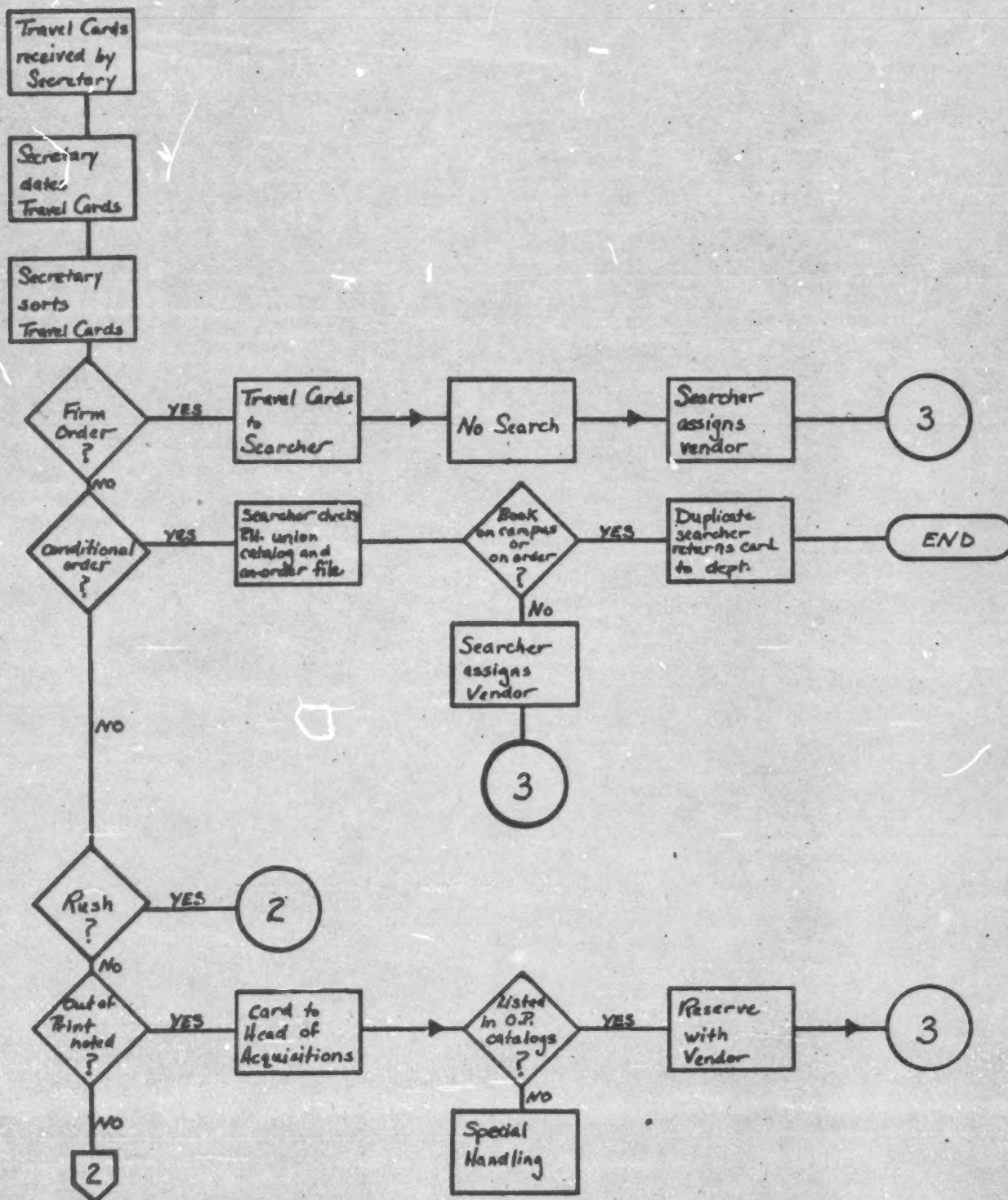
- 1) Pre-order procedure describes tasks which are initiated by the arrival of travel cards (order form) in the Acquisitions Department and terminated by distribution of cards to searchers.
- 2) Pre-order search and pre cataloging procedures describe in simplified form the procedures used by searchers to gather order and preliminary catalog information.
- 2a) Purdue collection search is a subroutine of procedure 2 and describes activities of searchers in relating the order to the Purdue collection.

- 3) Libraries and Audio-Visual fund order procedures approximates the regular order procedure.
- 4a) Departmental fund order procedures describe , in general terms, processing of orders (yellow sheet) which are to be paid from departmental supplies and expense or grant funds. These procedures are similar for nonprint materials, such as films, slides, audio cassettes, etc.
- 4) Monograph receiving describes activities which take place when materials are received by the Acquisitions Department.
- 5) Serials receiving describes receiving and distribution procedures for serials.
- 6) Catalog receiving and distribution is initiated when books are received by the Catalog Department. Procedures include distribution of materials to appropriate catalogers.
- 7) Cataloging "add" duplicate describes procedures used to catalog titles which are duplicated in the Purdue collection.
- 8) Cataloging "add to" describes processing of volumes in collections, continuing works, and monographic series.
- 8a) Cataloging analytics approximates procedures used to add analytics to the catalog.
- 9) L. C. copy cataloging procedures describe cataloging using L. C. proof slips, cataloging in publication, or other Library of Congress copy.
- 10) Original cataloging procedures describe in simplified form cataloging of titles new to Purdue for which L. C. copy is not available.

The flowcharts in this report do not describe every technical processing task and procedure. Major areas which have not been flow-charted include gifts and exchange, periodicals checking and serials cataloging.

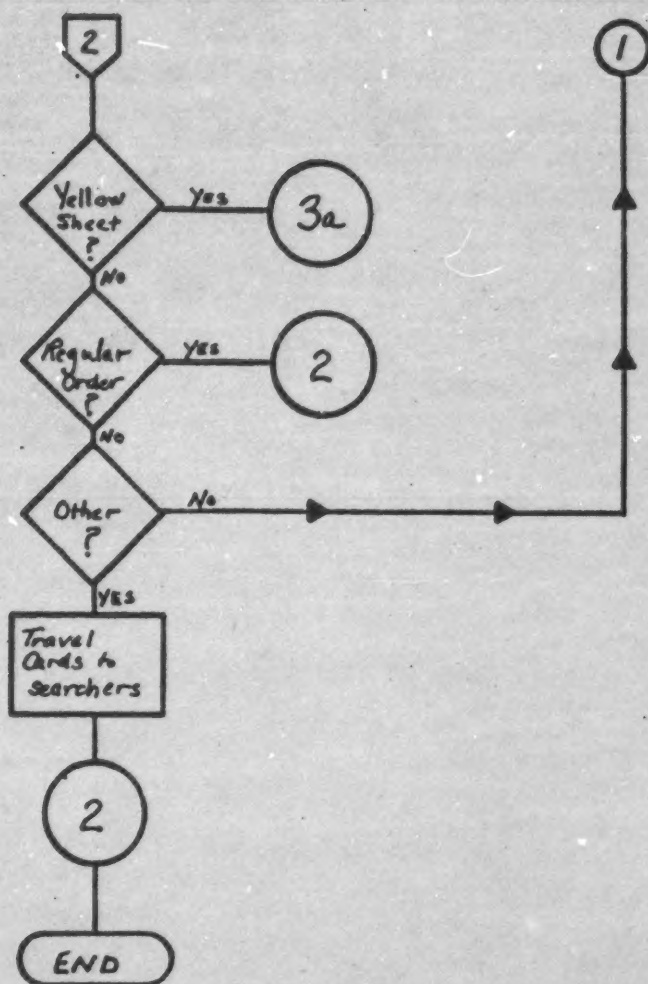
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1 Pre-Order Procedure
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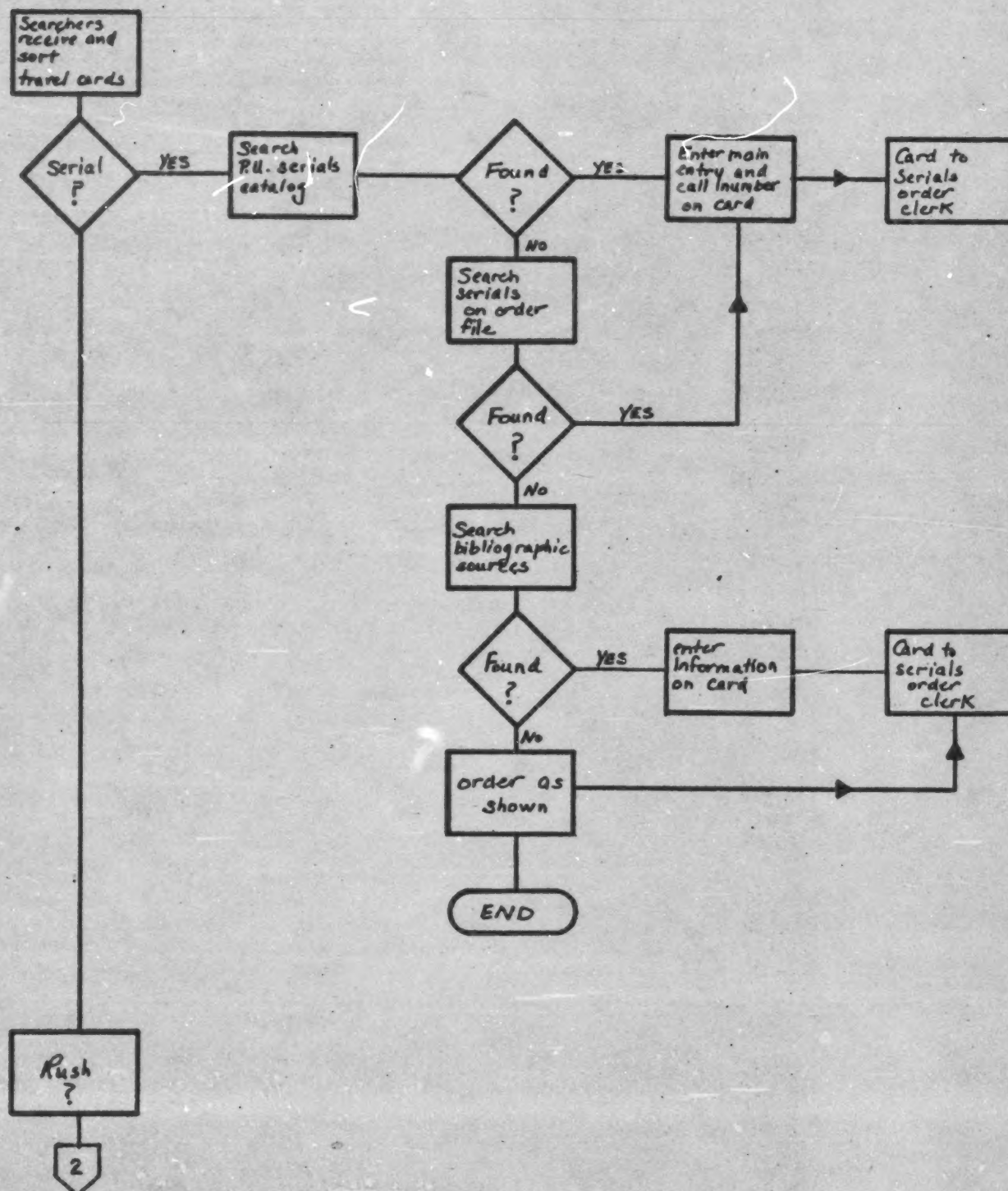
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1 Pre-Order Procedure
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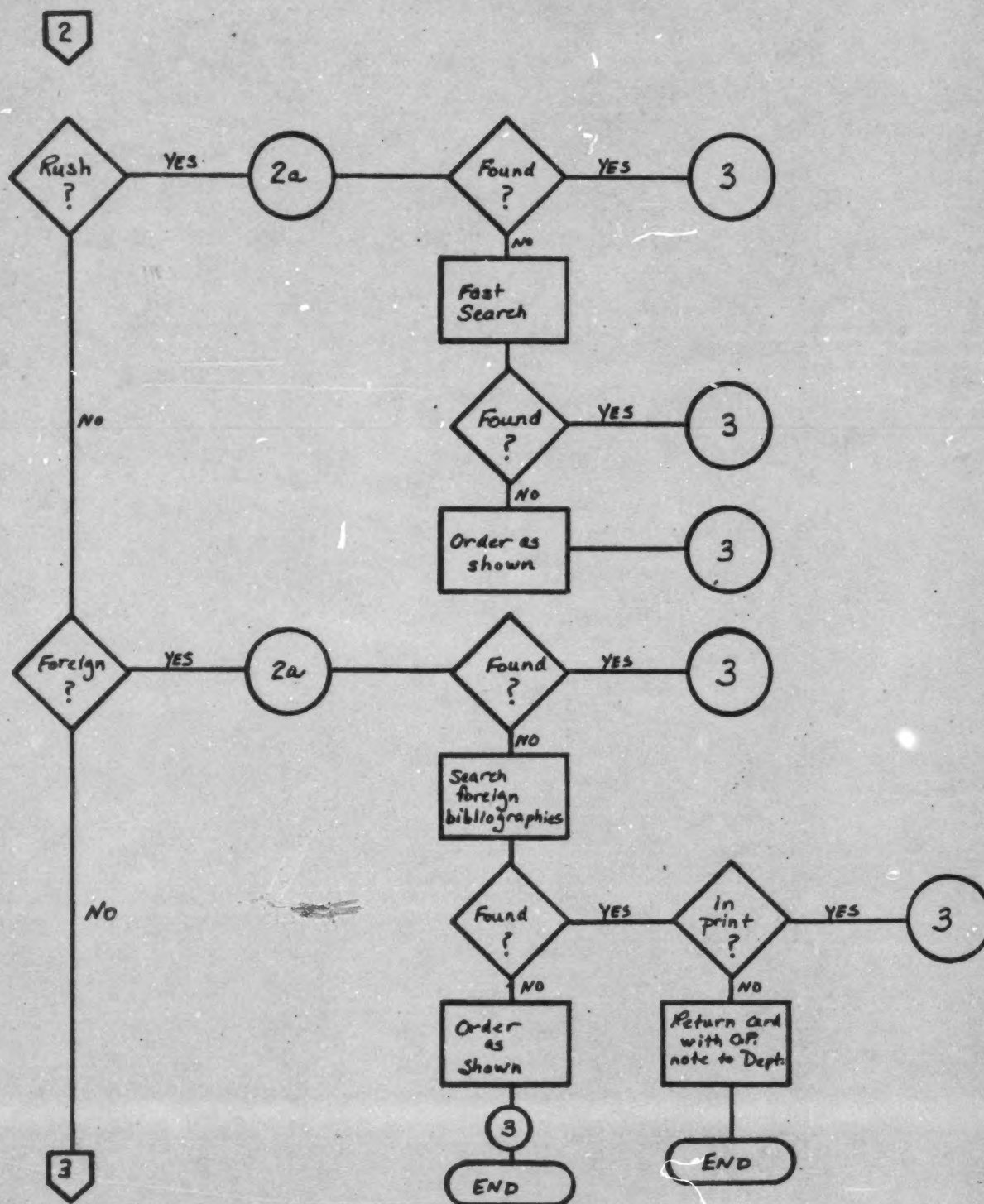
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2 Pre-Order Search and Pre-Cataloging Procedures
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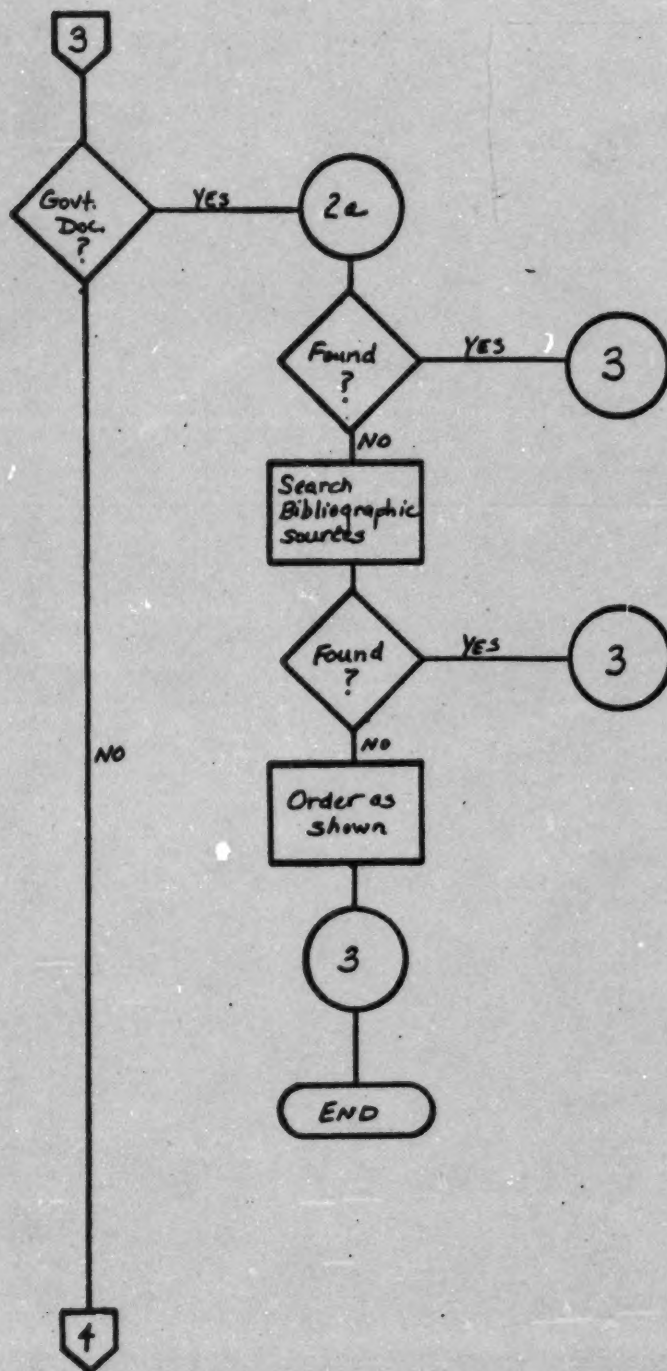
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2 Pre-Order Search and Pre-Cataloging Procedures
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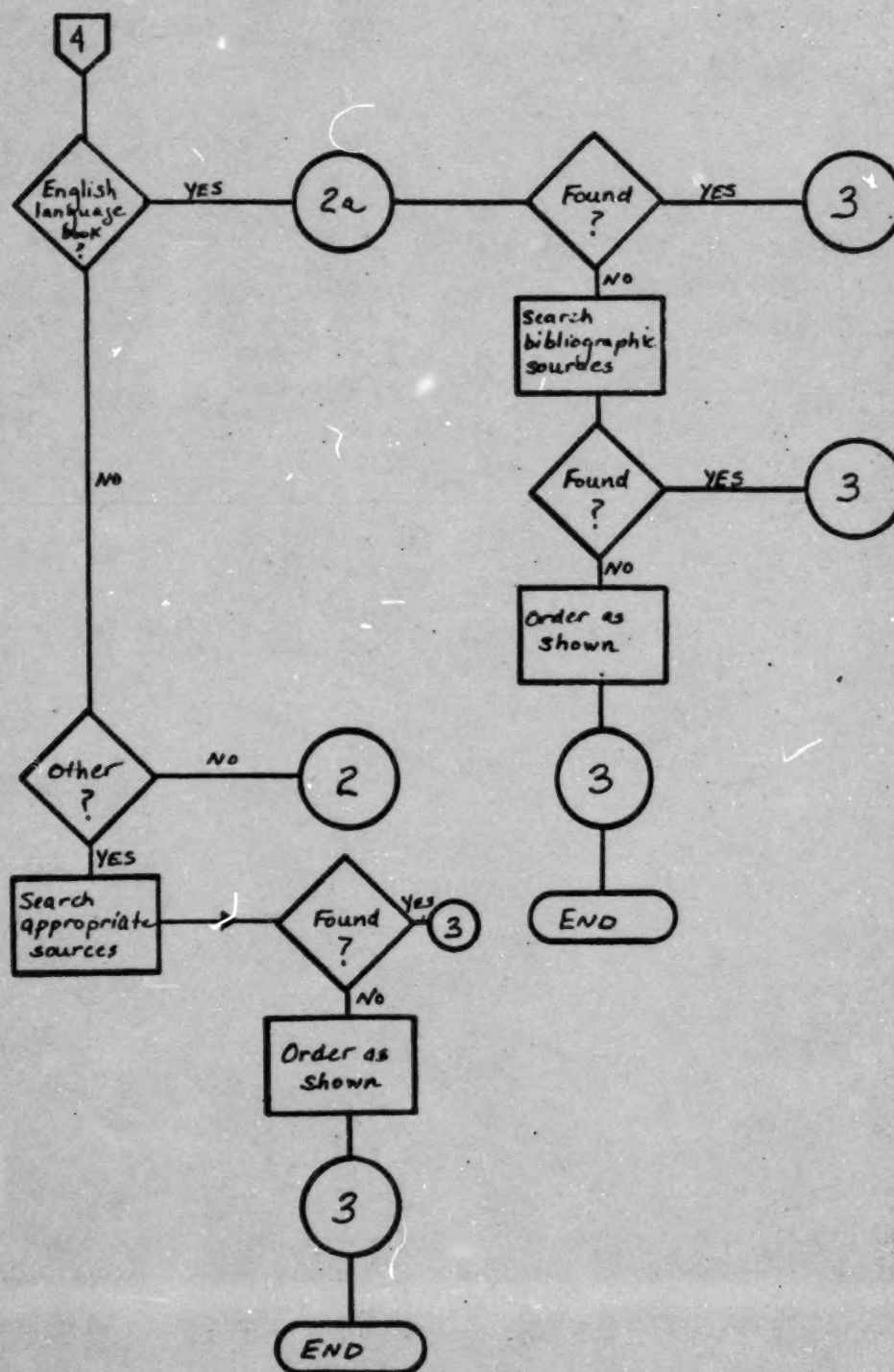
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2 Pre-Order Search and Pre-Cataloging Procedures
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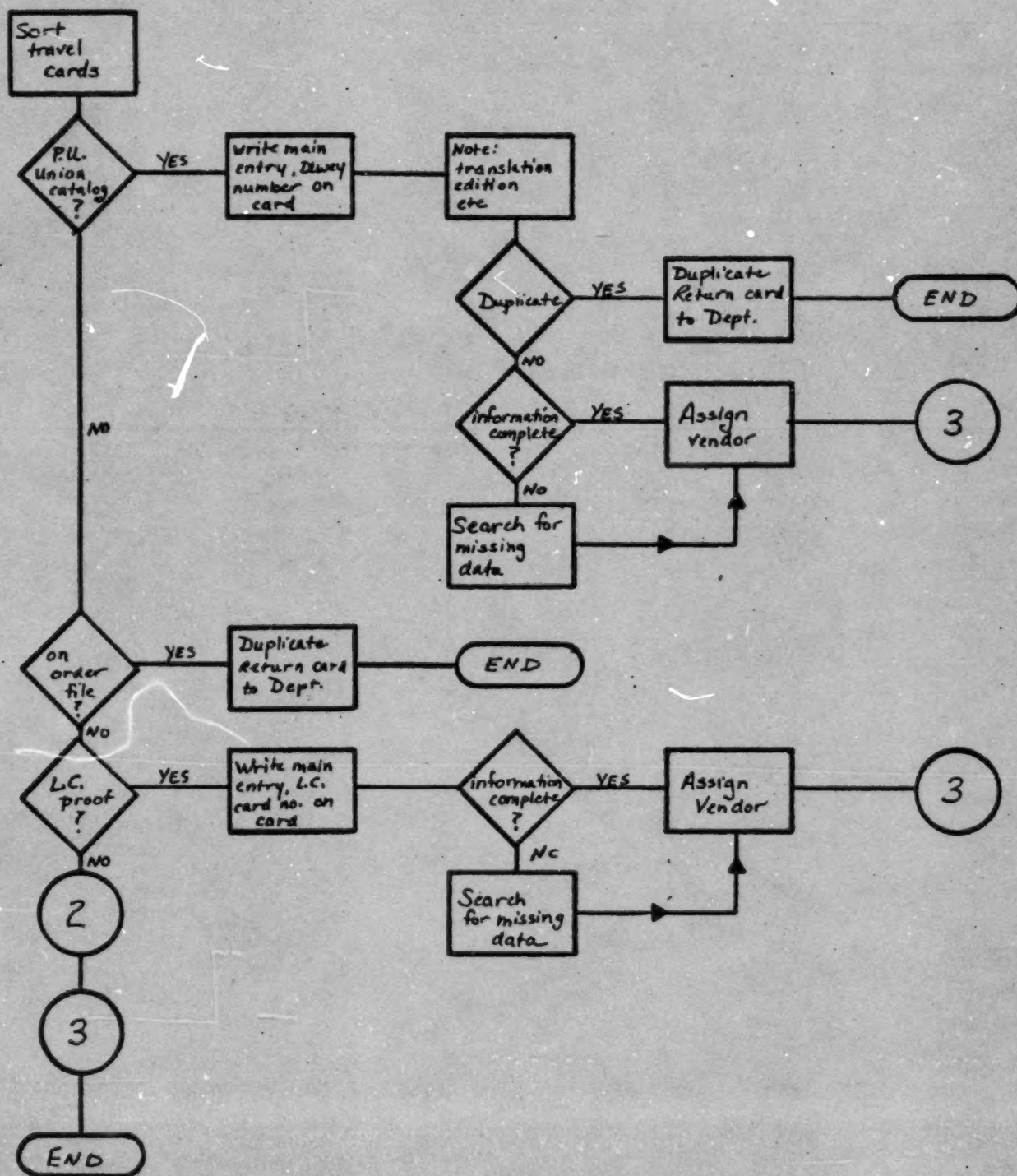
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2 Pre-Order Search and Pre-Cataloging Procedures
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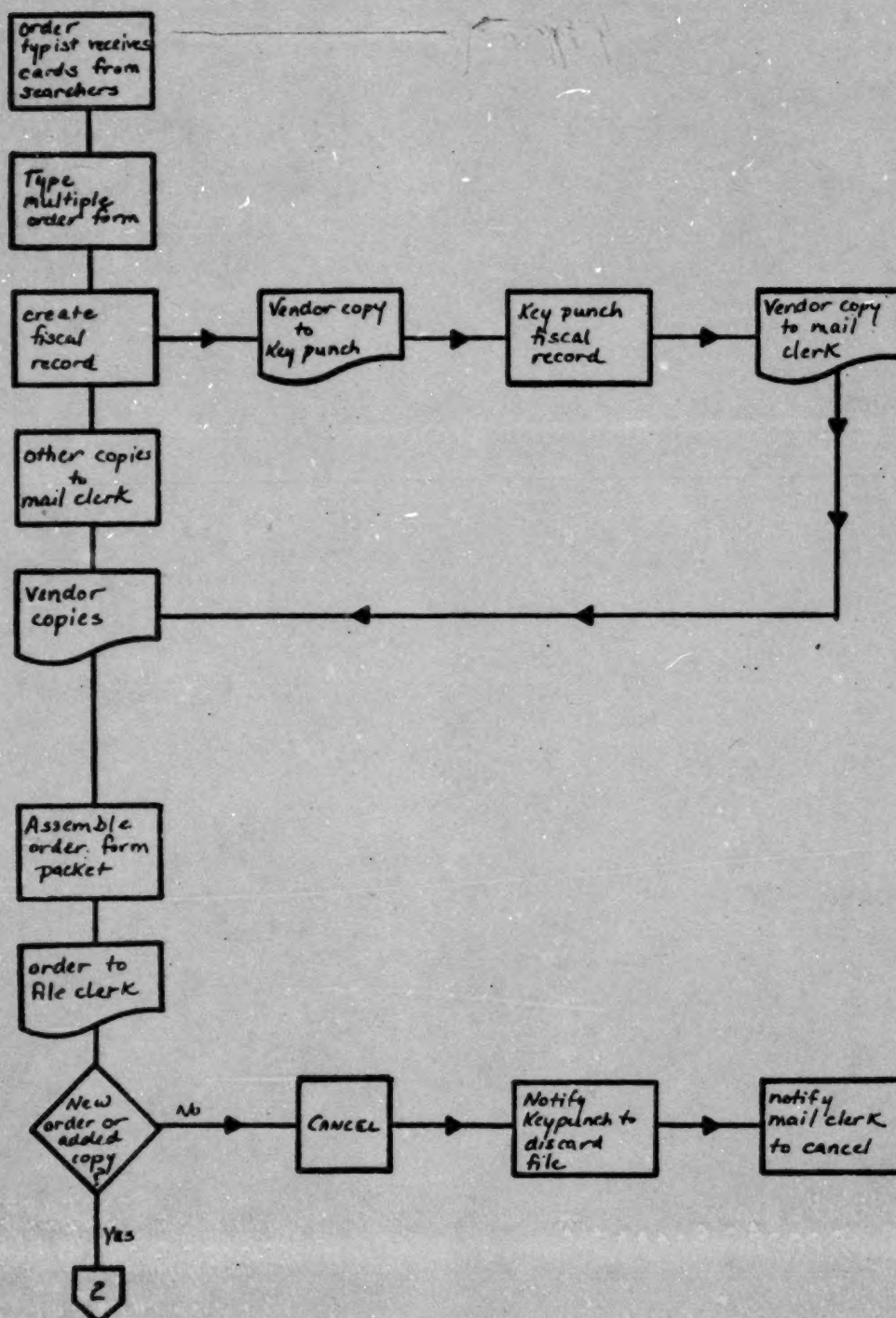
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2a Purdue Collection Search
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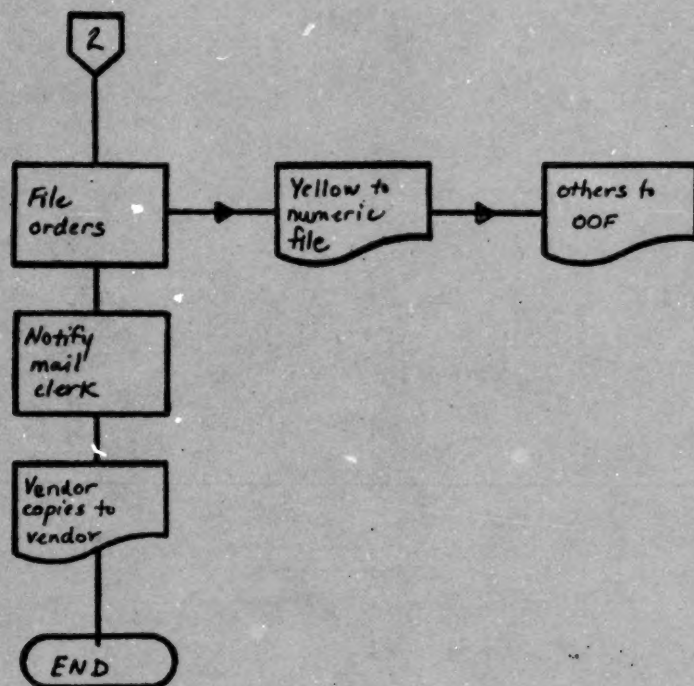
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3 L/AVC Fund Order Procedure
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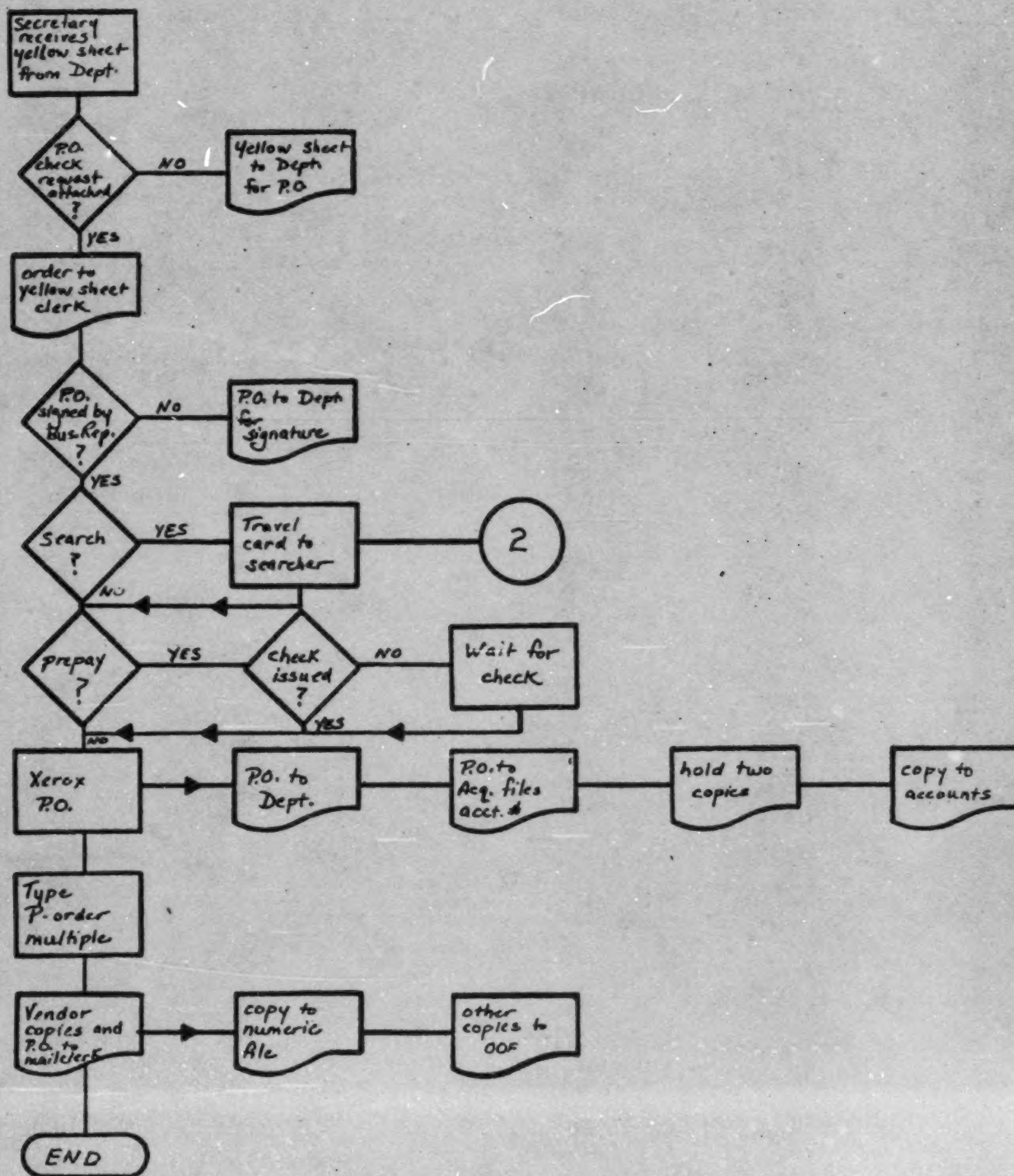
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3 L/AVC Fund Order Procedure
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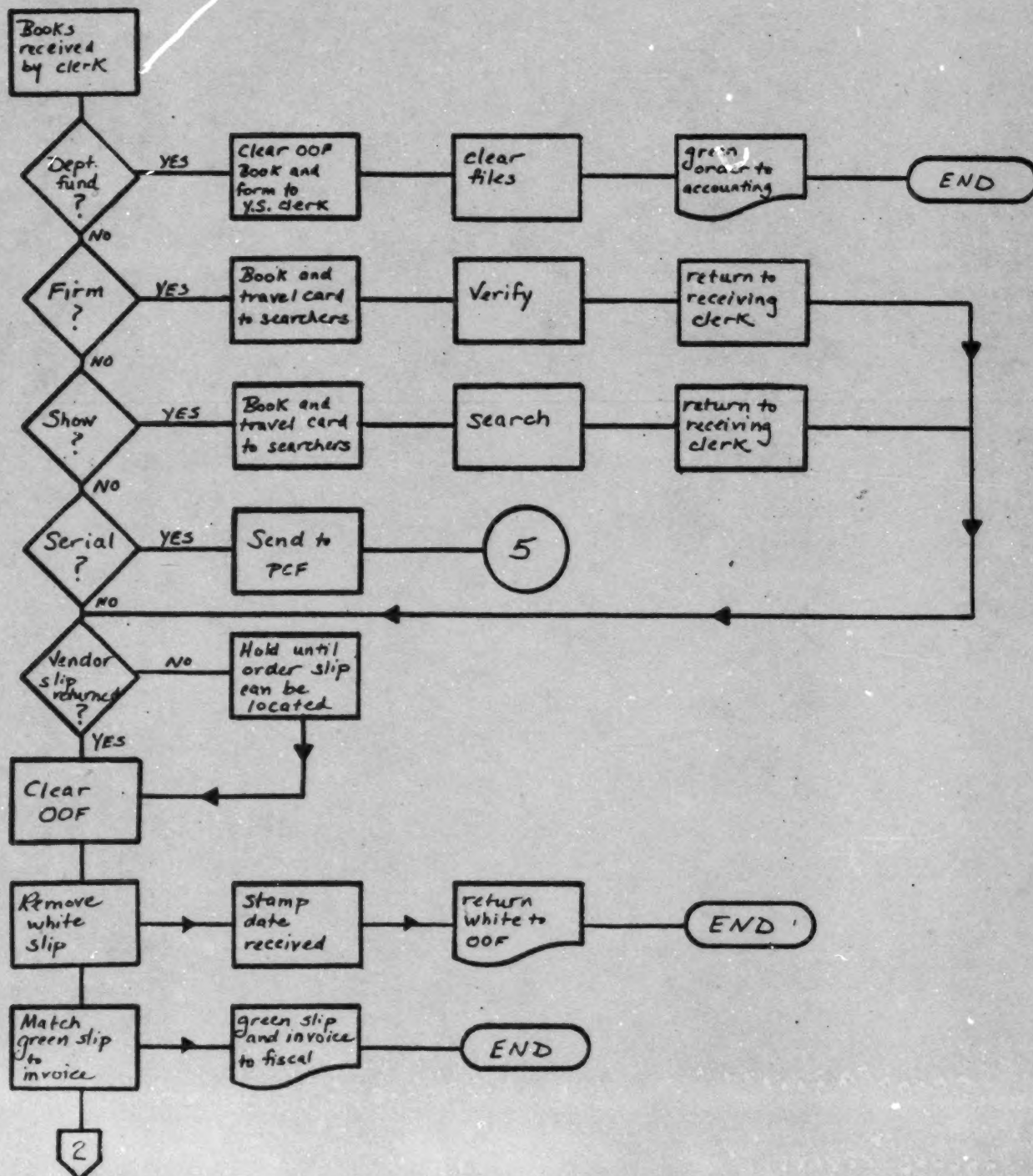
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3a Departmental Fund Order Procedure
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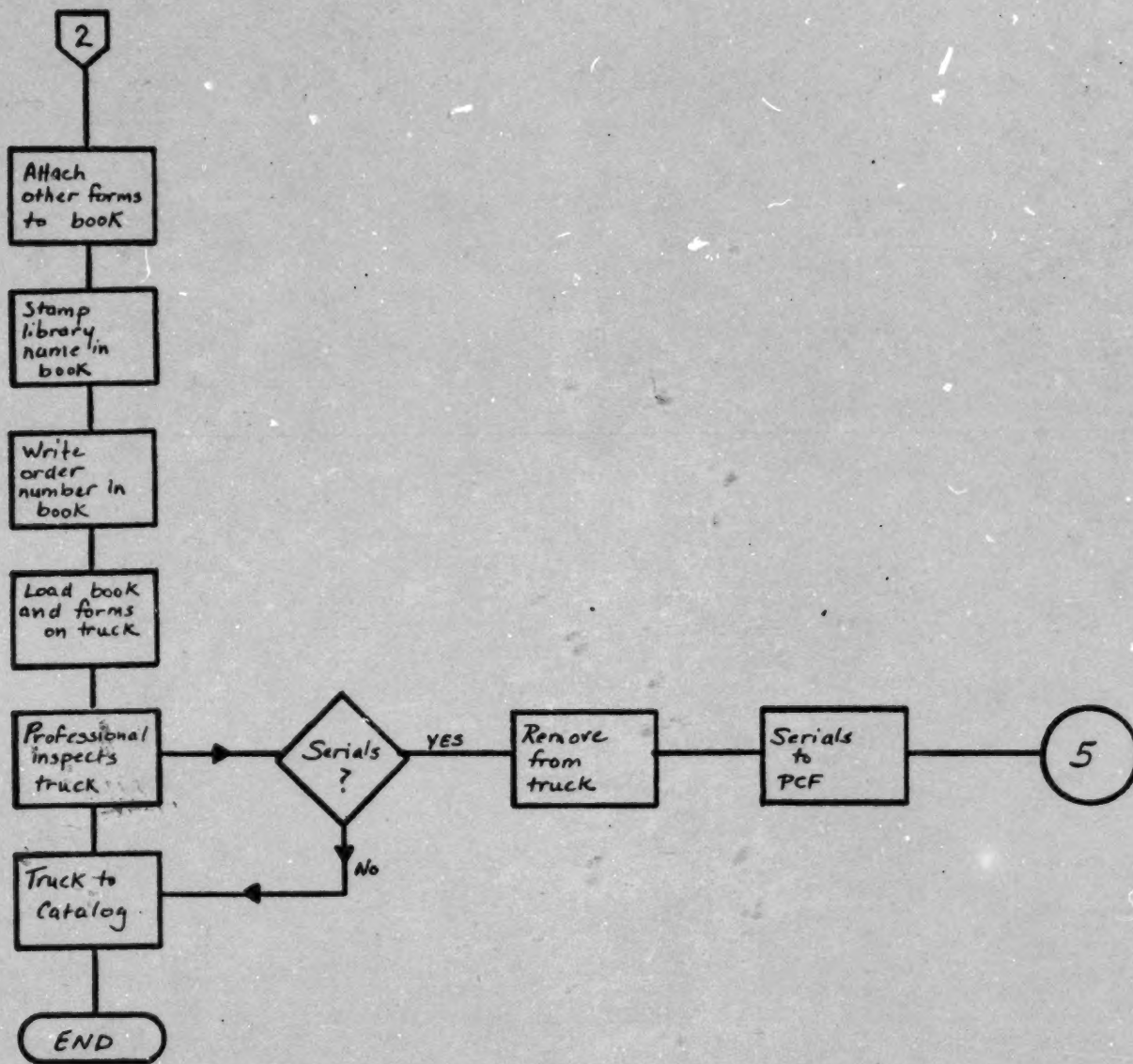
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4 Monograph Receiving
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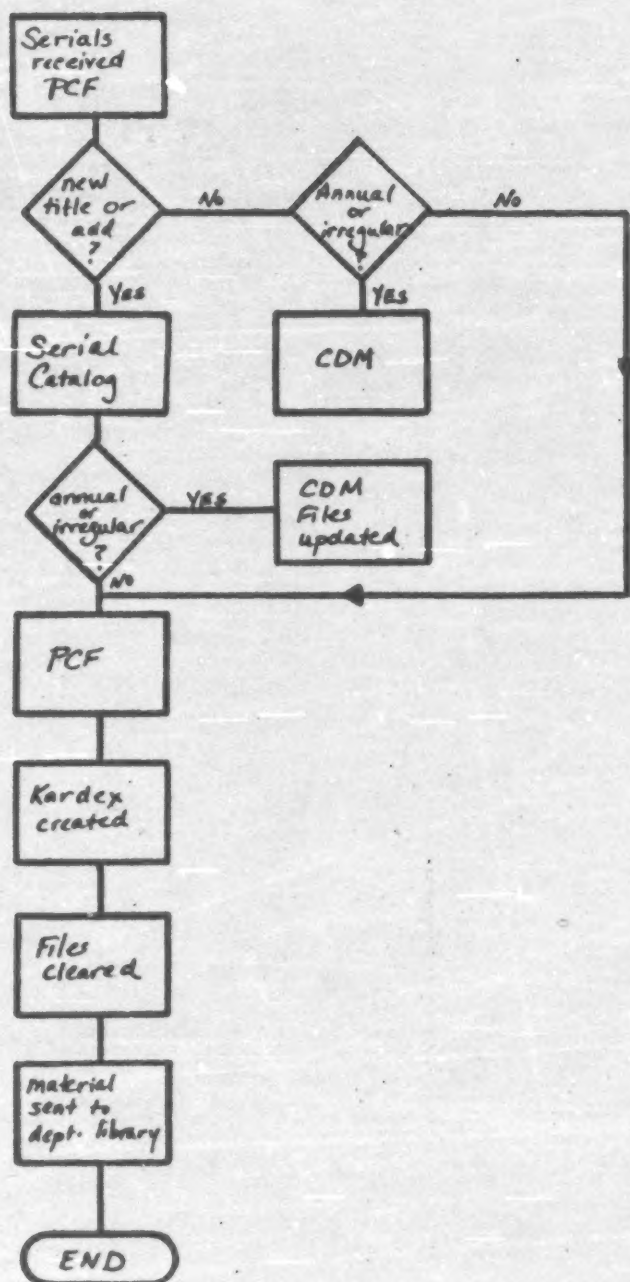
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4 Monograph Receiving
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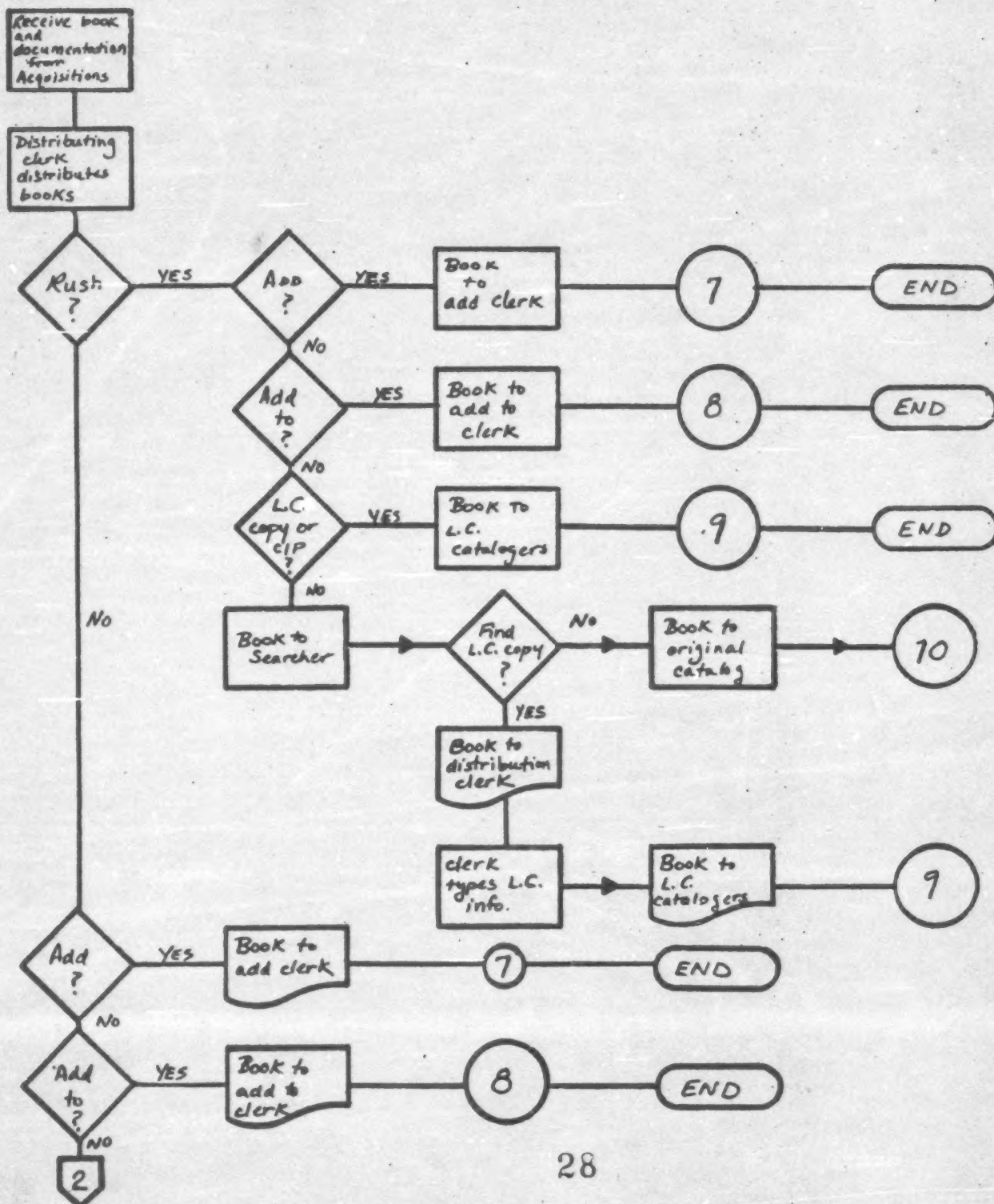
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5 Serials Receiving
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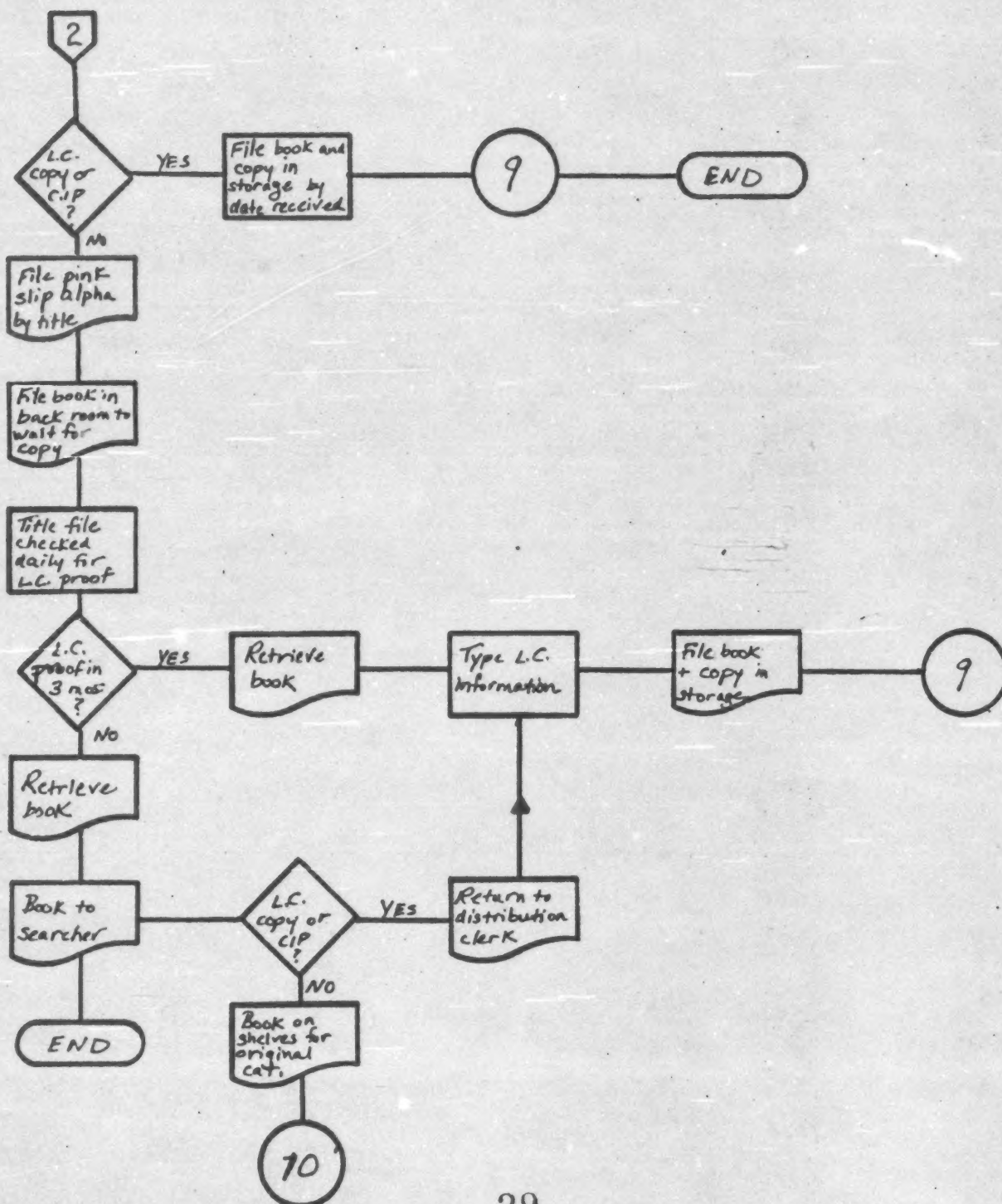
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6 Catalog-Receiving and Distribution
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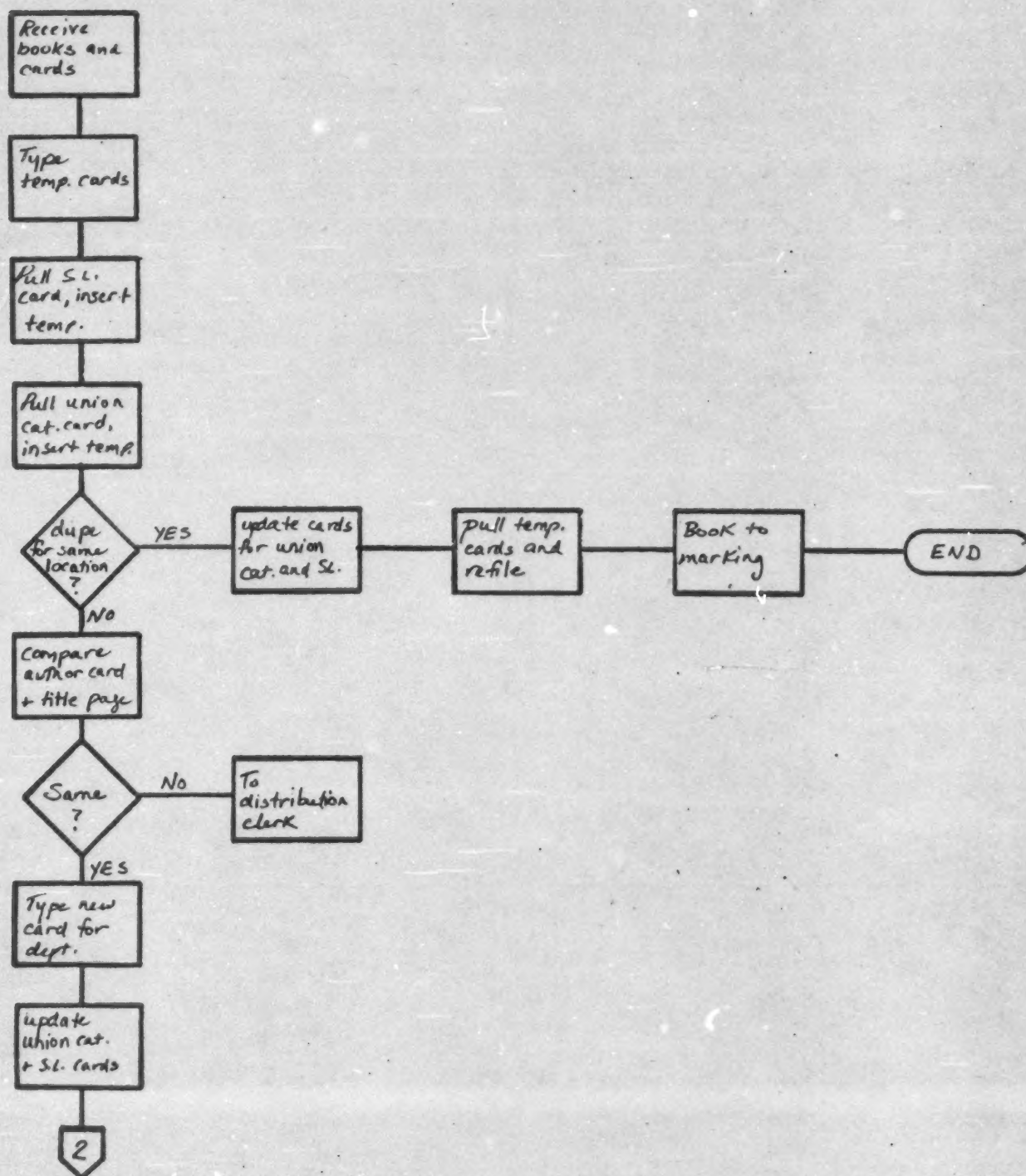
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6 Catalog-Receiving and Distribution
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7 Catalog-Add Duplicate to Purdue Collection
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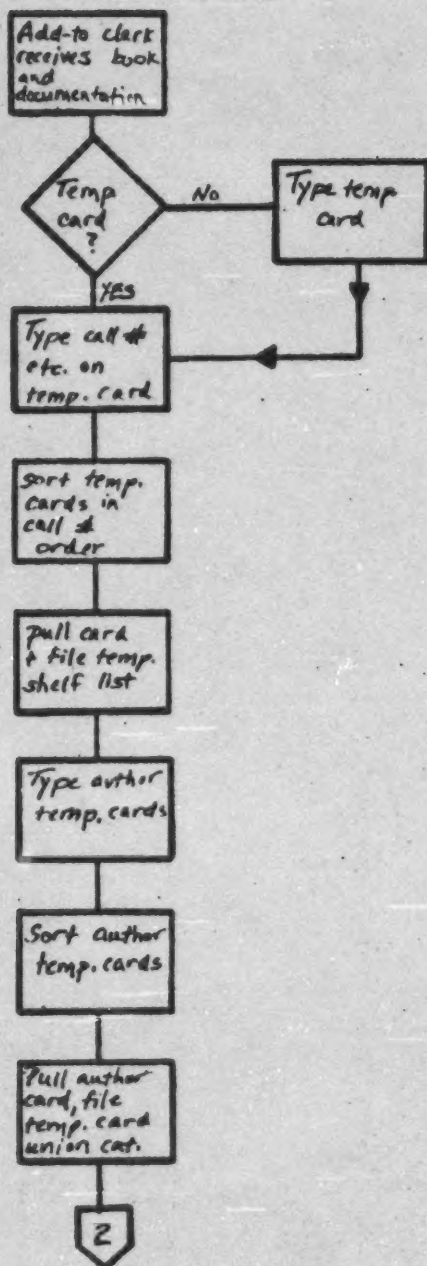
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7 Catalog-Add Duplicate to Purdue Collection
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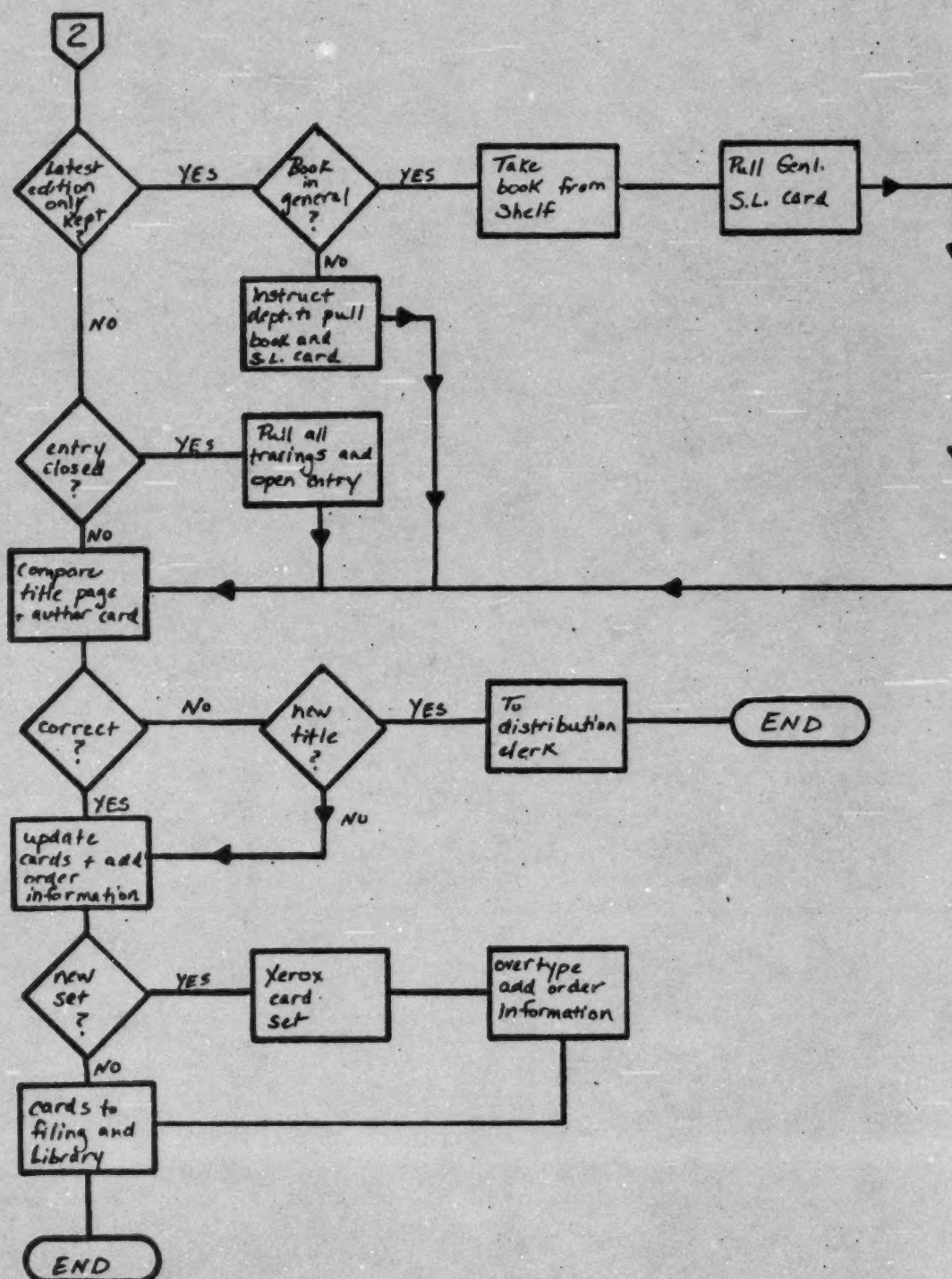
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8 Catalog-Add To Continuing Works
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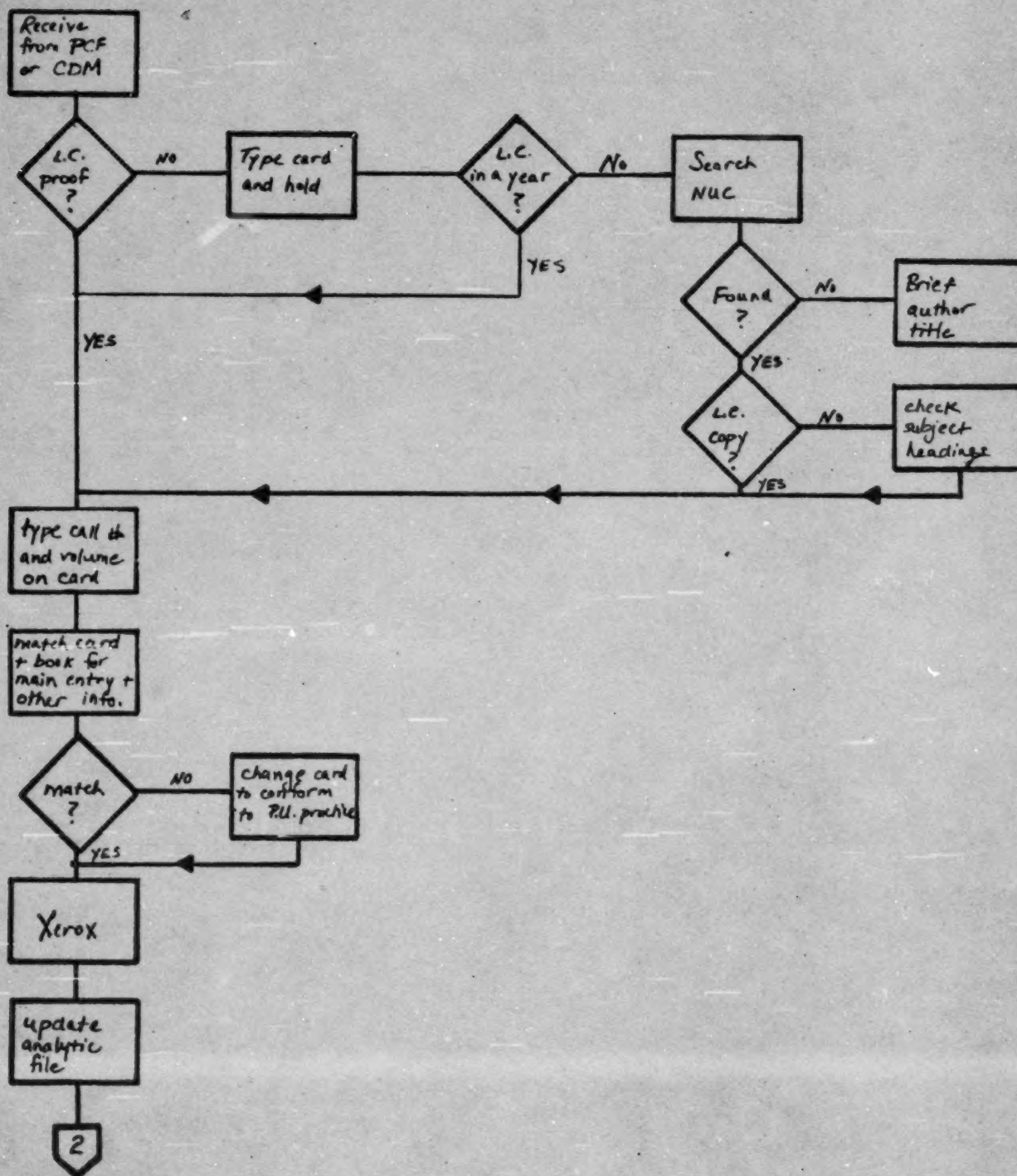
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8 Catalog-Add To Continuing Works
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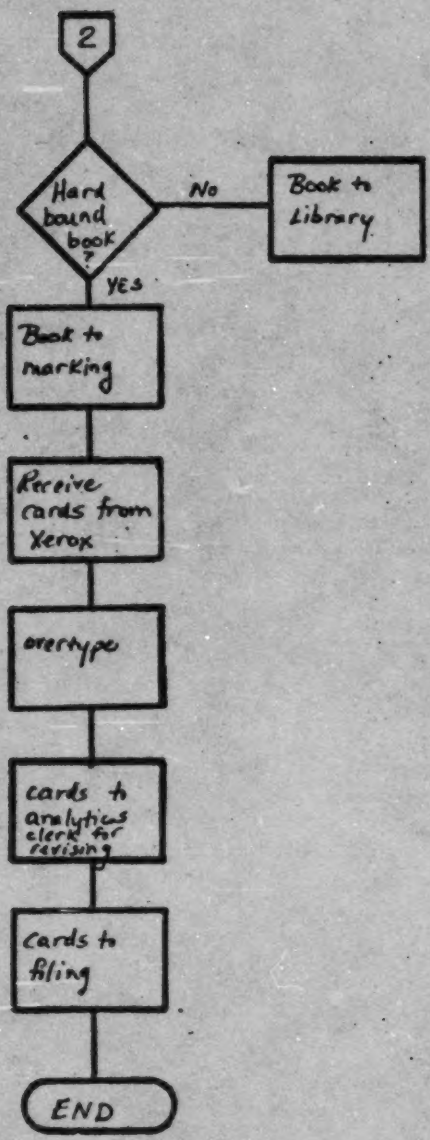
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8a Catalog-Analytics
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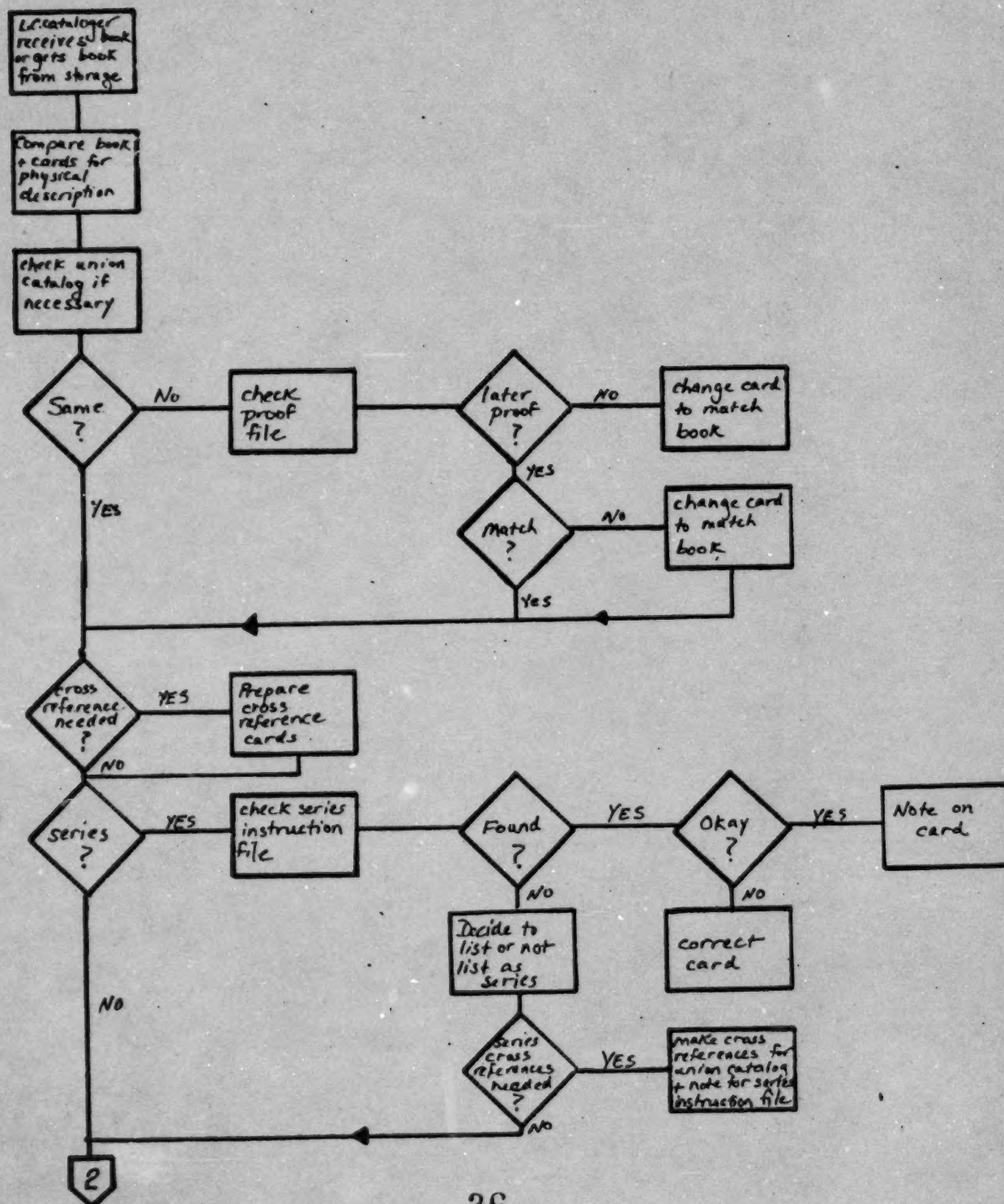
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8a Catalog-Analytics
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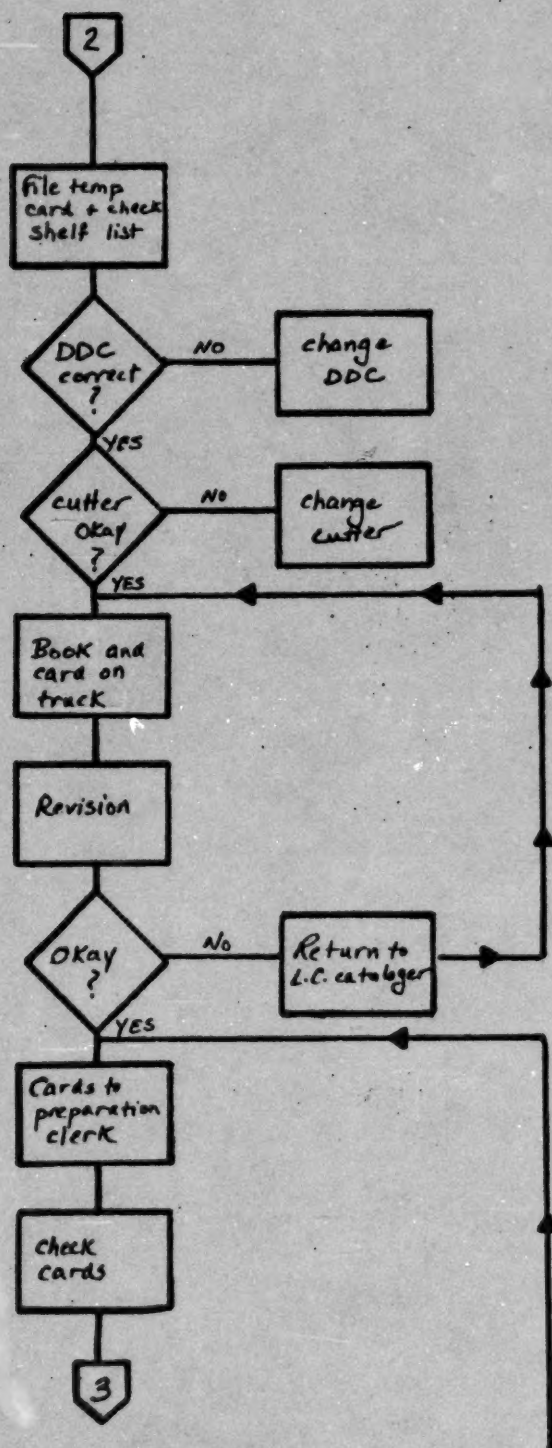
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9 L. C. Copy Cataloging Procedures
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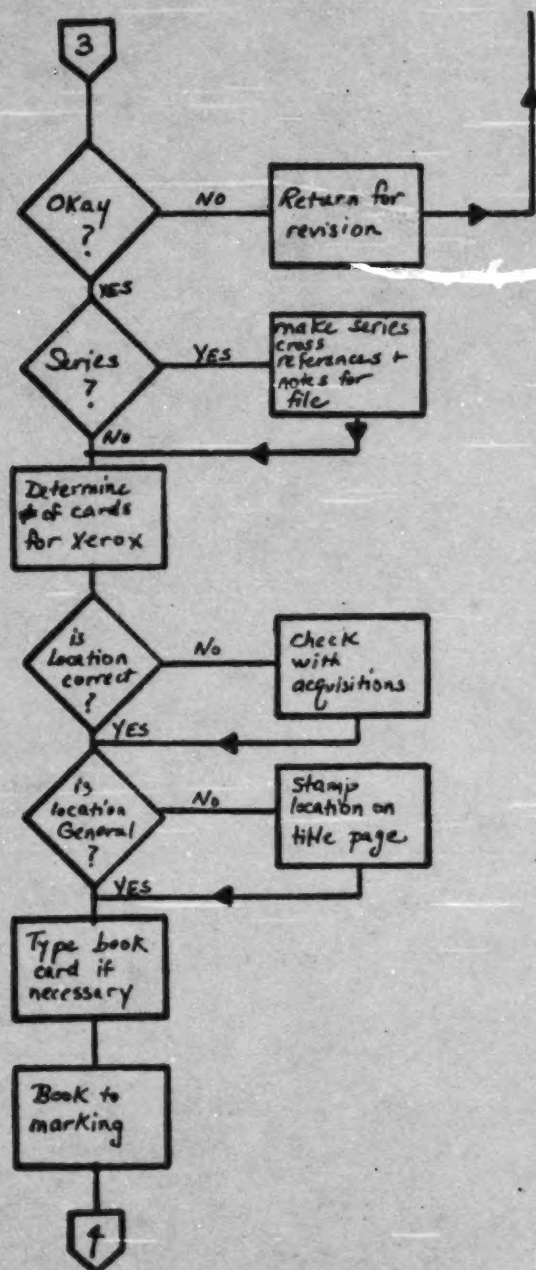
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9 L. C. Copy Cataloging Procedures
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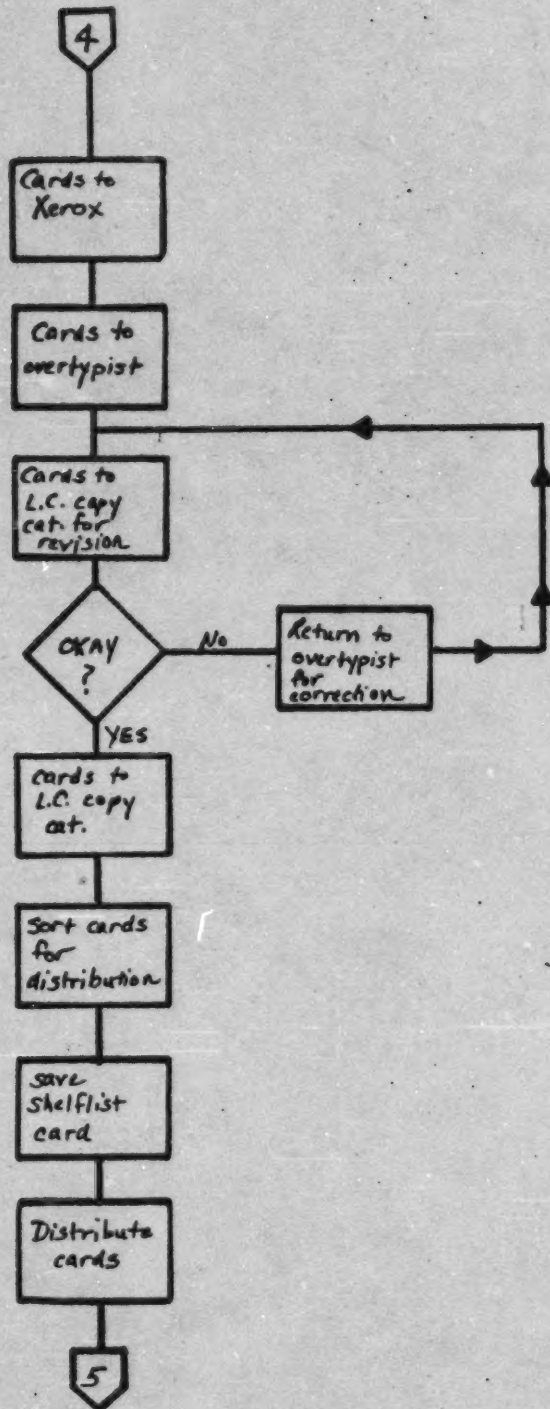
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9 L. C. Copy Cataloging Procedures
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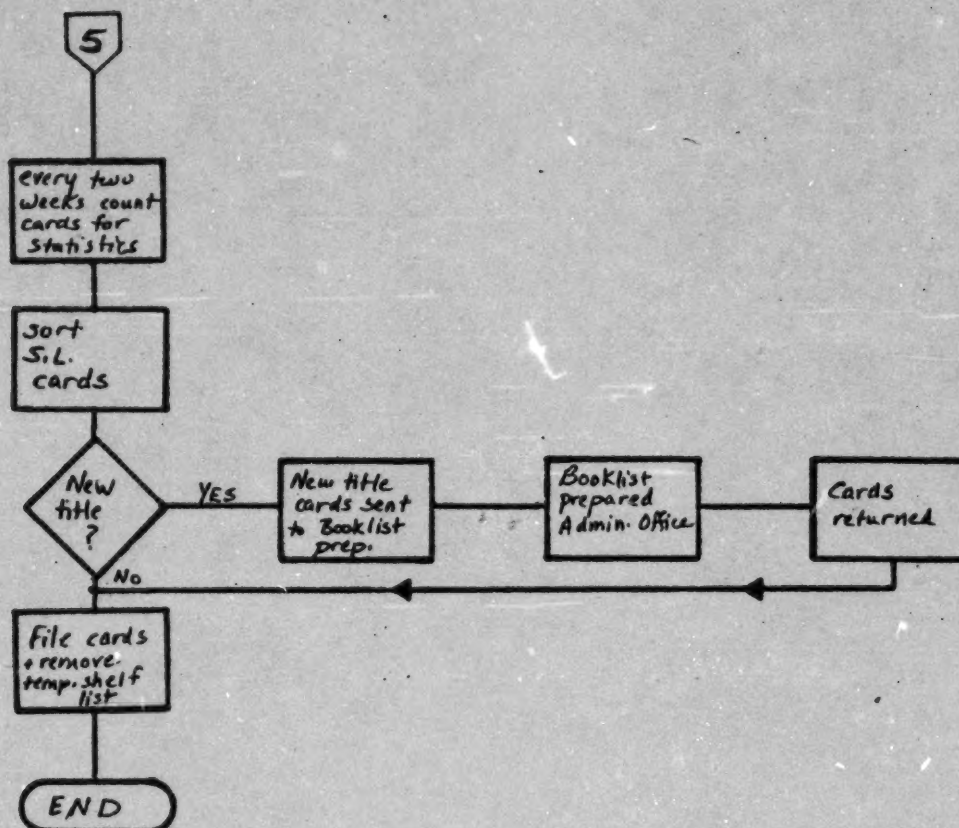
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9 L. C. Copy Cataloging Procedures
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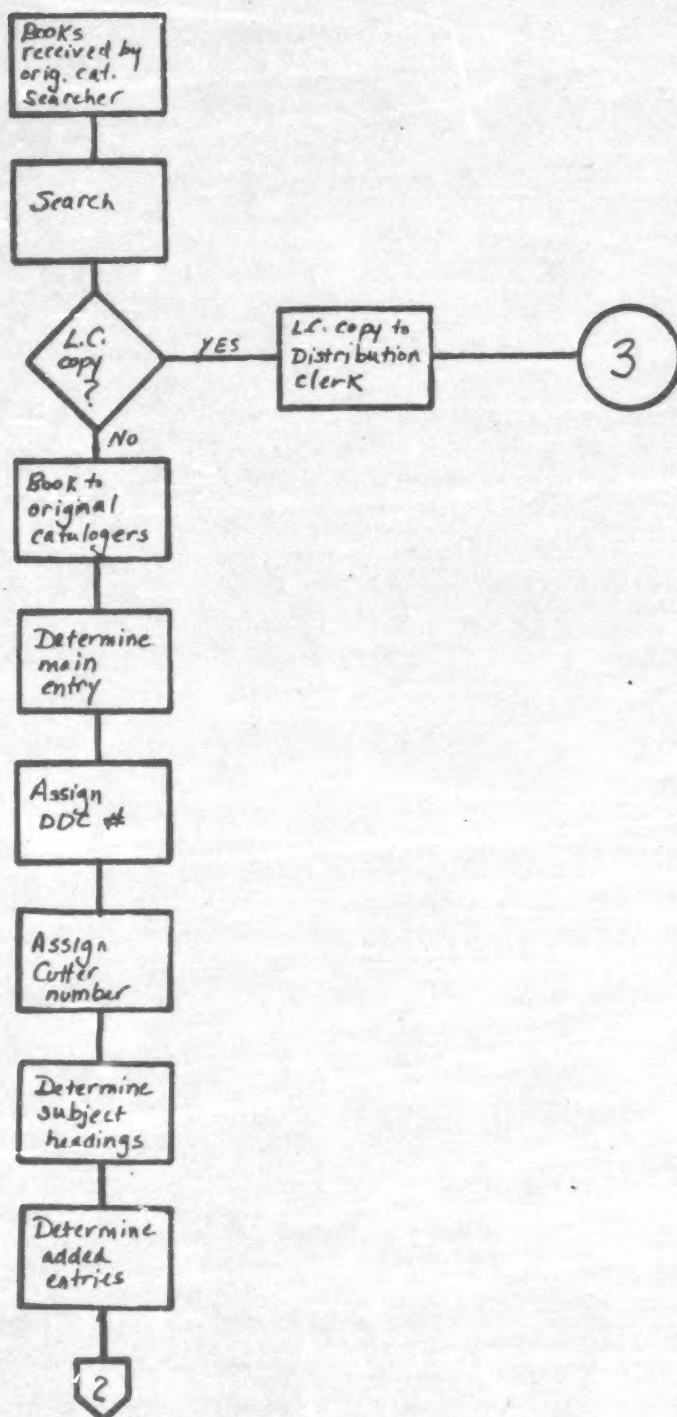
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9 L. C. Copy Cataloging Procedures
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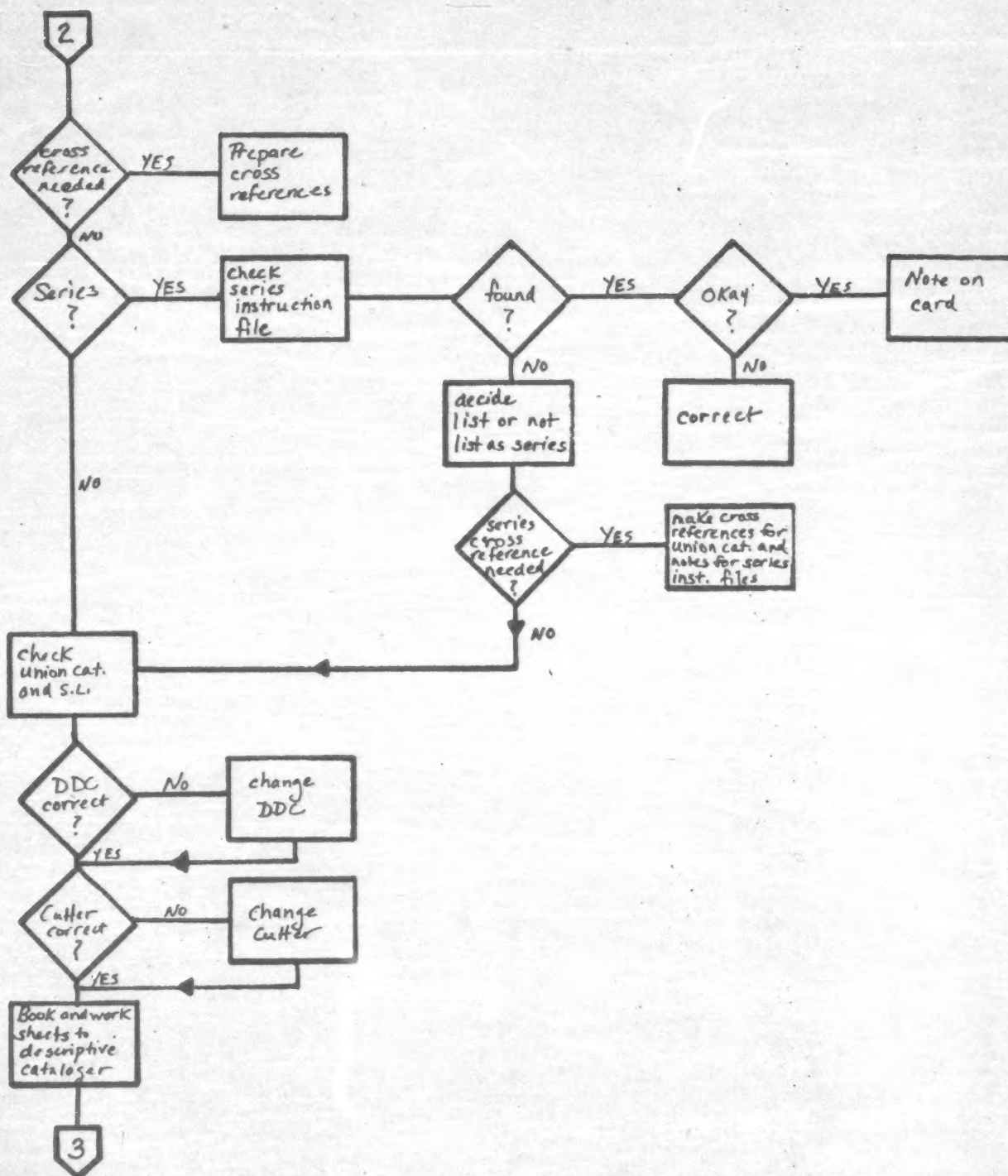
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10 Original Cataloging Procedures
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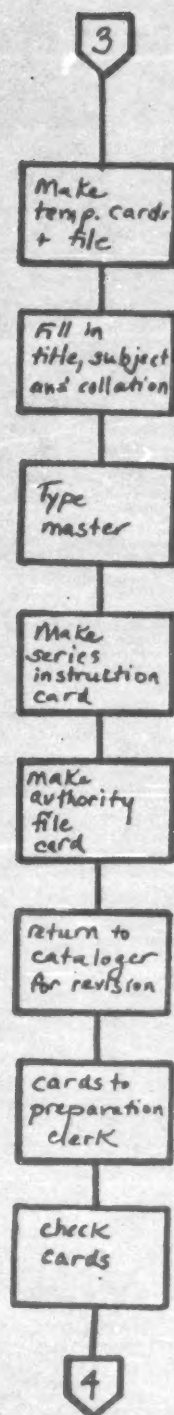
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10 Original Cataloging Procedures
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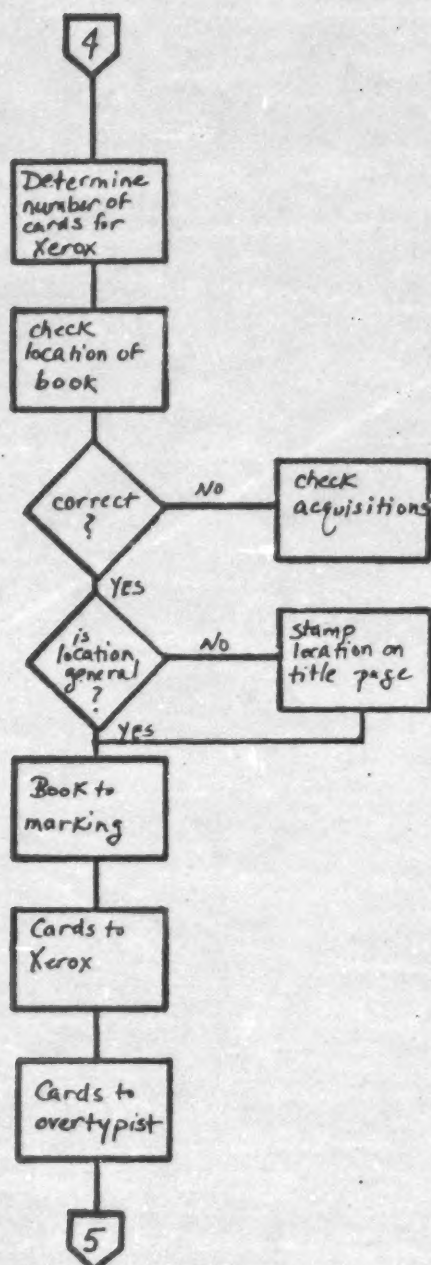
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10 Original Cataloging Procedures
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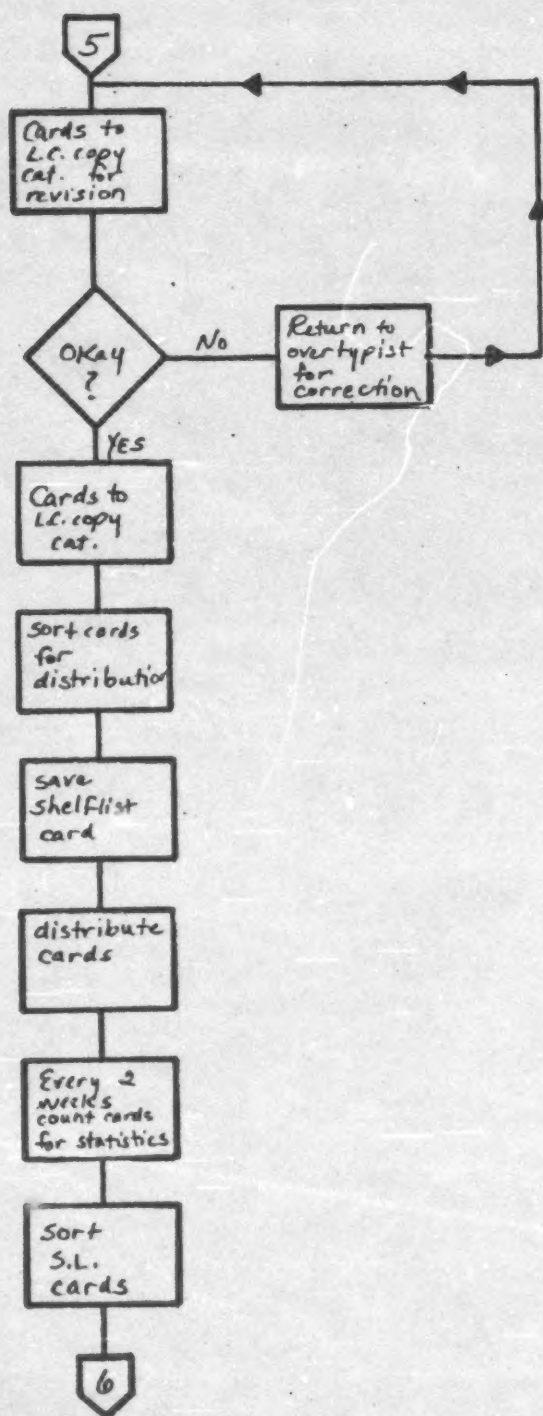
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10 Original Cataloging Procedures
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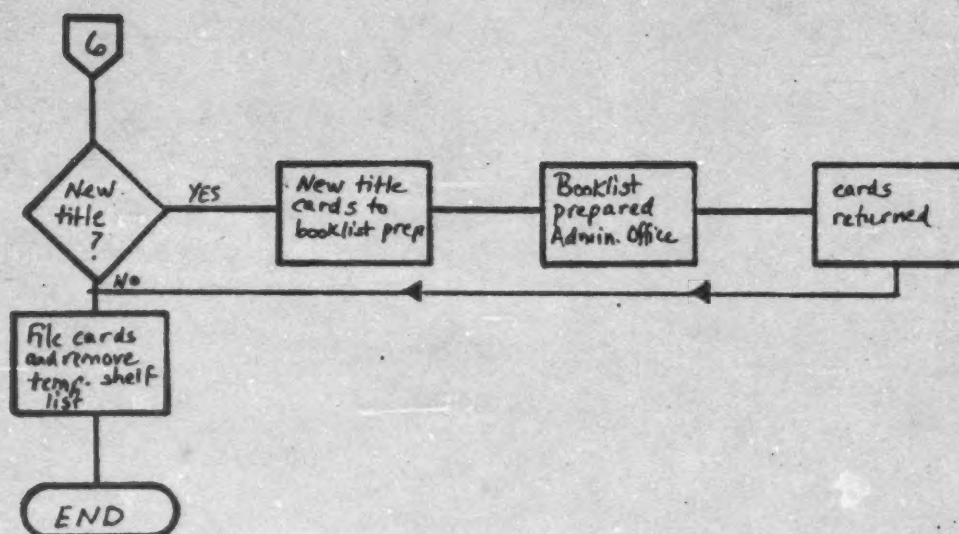
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10 Original Cataloging Procedures
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10 Original Cataloging Procedures
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TECHNICAL PROCESSING TIME SAMPLE

Processing times for ordering, receiving, and cataloging monographs have been collected monthly since 1973. The purpose of this program is to examine the total time involved in processing monographs and the mean times of each major operation.

After books have been cataloged the travel card (order card) is returned to the Acquisitions Department. A random sample of fifty cards is selected each month. The cards are arranged by date initially received by acquisitions and then sent to keypunching. The time processing computer program produces mean times for each operation based on the elapsed times between receipt of the card in acquisitions and order date, receipt of material and order date, and receipt of material and finish date.

The mean processing times for fiscal year 1975 have been summarized and are shown in Figures 5 and 6. The mean times for each operation and the total processing mean times are shown in Figure 5. Percents of mean time for each operation are shown in Figure 6.

Processing time data will continue to be collected and analyzed so that problem areas can be identified and comparisons made when OCLC is fully operational.

**FIGURE 5: Purdue University Libraries and Audio-Visual Center
Mean Technical Processing Times (Days) 1974-75.**

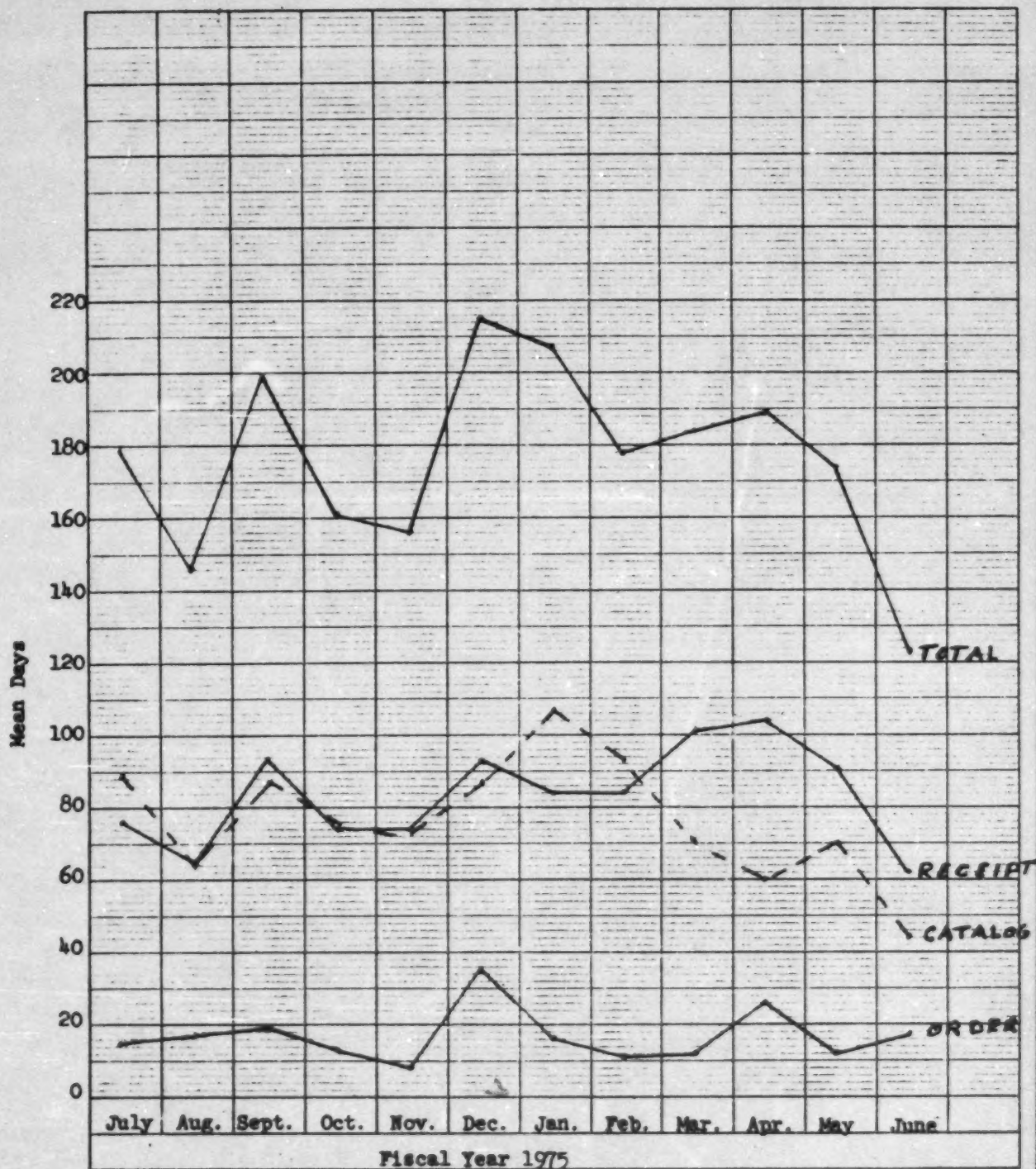


**FIGURE 6: Purdue University Libraries and Audio-Visual Center
Mean Technical Processing Time, Percent Days**

